

STUDENT HANDBOOK 2023-2024



Howard Middle School

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Macon, GA 31210
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Join us on social media:

Webpage: <https://howardms.bcsdk12.net/>

Facebook: <https://www.facebook.com/hmsmacon>

Twitter: @Huskies_HMS

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Dear Husky Parents and Students:

Welcome to the 2023-2024 school year! With a new year comes new possibilities and new opportunities! I am excited for the upcoming year as I believe Howard Middle School will be offering you both. By joining the HUSKY PACK, together with the faculty, staff and our community partners, we will explore all opportunities to aid in being Built4Bibb.



This year we embark on a new district strategic plan that is centered around Built4Bibb, encompassing the 4MEs. You will hear a lot about these initiatives as the year goes on. What has not changed at Howard Middle is it is a place where we help students to find their voices to be Built4Bibb as well as prepared for one of the 4MEs. To accomplish this, each student must find somewhere to plug into the school and become engaged and involved. We have many extracurricular and co-curricular opportunities, as well as student lead clubs. I personally challenge every student to find somewhere to plug in!

While we will face daily opportunities, one thing that will bind us is our dedication to HMS and the Husky PACK. Please review this handbook and the BCSD Student Code of Conduct. After reviewing them, if you have questions, please feel free to ask. These documents serve as a basis for us to operate, grow and excel.

Throughout my career, the beginning of a school year brings about an energy that carries throughout the year. The energy I have felt this year is one of great anticipation and expectation. As you know we have many changes from year to year including new teachers, new staff, new school, and especially new students; I believe it is the excitement garnered from the changes fueling this energy. I know the events of the recent past have been difficult for all of us. Fortunately, the past is in the past. At HMS, we are moving forward, this year we are challenging all Huskies to keep moving and never stop improving!

While we may have pivoted from being Victory in Progress to More Victories Planned; one thing that is for certain is Howard Middle is #Built4Bibb! This year is going to be a great year! I look forward to being your principal and leading you down the road to greatness!

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony Jones". The signature is fluid and stylized, with a long horizontal flourish extending to the right.

Anthony "Tony" Jones, Ed.S.
Principal
Howard Middle School

At Howard Middle we believe, support, and demonstrate the following attributes daily:

District Vision:

Students are empowered to learn, lead, innovate and serve as productive and caring citizens within their chosen paths of success.

District Mission:

The Bibb County School District maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

District Call to Action:

Built by Bibb: Empowered to Learn, Lead, Innovate, and Serve

District Learner Outcomes (4ME):

Each student will graduate empowered to make well-informed decisions about their next steps. They will learn about themselves as they engage in rigorous content and gain exposure through personalized learning experiences, thereby enlightening them to choose their most meaningful path.

As they become one of the 4MEs: Matched and Enrolled; Motivated to Enlist; Molded for Entrepreneurship; or Meaningfully Employed.

HMS Vision:

Howard Middle School is a place where students “Find Their Voice” while becoming college or career ready.

HMS Mission:

Howard Middle School seeks to develop and engage stakeholders interested in supporting ALL Huskies on their journey to find their voice.

HMS Beliefs:

We Honor the P.A.C.K. when we:

Portray a Positive Attitude,

Accept Responsibility,

Choose to be Respectful, and

Keep Learning First

At Howard Middle we believe every student should be a Citizen, Leader, and Scholar.

As a Citizen - A *citizen* is a participatory member of the community. The community grants certain rights and privileges to its citizens. In return, citizens are expected to obey their community's laws and defend it against threats.

As a Leader - A *leader* is someone who inspires passion and motivation in followers. A leader is someone with a vision and the path to realizing it.

As a Scholar - A *scholar* is a learned or well-educated person, especially one who excels in a particular field or subject.

IMPORTANT DATES FOR 2023-2024

JULY 25-JULY 31, 2023	Pre-Planning
JULY 27	Open House
AUGUST 1	First Day of School
SEPTEMBER 4	Labor Day
SEPTEMBER 5	No School for Students/Teacher
	Professional Learning Day
SEPTEMBER 15	Progress Reports Issued in Parent Portal
SEPTEMBER 19	Open House 5:00 pm – 7:00 pm
OCTOBER 6	Asynchronous Learning Day
OCTOBER 9 – 13	Fall Break
NOVEMBER 3	Progress Reports Issued in Parent Portal
NOVEMBER 6	Curriculum Night 5:30 pm – 7:00 pm
NOVEMBER 17	Asynchronous Learning Day
NOVEMBER 20-24	Thanksgiving Break
DECEMBER 19	Last Day of the Semester
DECEMBER 20-JANUARY 2, 2024	Holiday Break
JANUARY 3, 2024	Professional Learning (No Students)
	Second Semester Begins
JANUARY 4	Progress Reports Issued in Parent Portal (Connections Grades Final)
JANUARY 5	
JANUARY 15	Dr. Martin Luther King, Jr. Day
JANUARY 17	Open House 5:00 pm – 7:00 pm
FEBRUARY 19-20	Winter Break
	<i>*** Inclement Weather Make-up</i>
FEBRUARY 21	No School for Students/Teacher
	Professional Learning Day <i>*** Inclement Weather Make-up</i>
FEBRUARY 23	Progress Reports Issued in Parent Portal
MARCH 14	Open House 5:00 pm – 7:00 pm
MARCH 15	Asynchronous Learning Day
APRIL 1-5	Spring Break
APRIL 19	Progress Reports Issued in Parent Portal
MAY 22	Last Day of School (1/2 Day for Students)
	High School Graduation
MAY 22-24	Post-Planning
MAY 23-24	
MAY 24	Final Grades Posted
MAY 29	Memorial Day

2023-2024 CLASSROOM SCHEDULES

6TH GRADE SCHEDULE

8:40 - 9:05	Homeroom/Restroom
9:05 - 9:40	Sled Time
9:43 - 10:43	1st Academic Block
10:46 - 11:46	2nd Academic Block Connections (A - MOR; B - TEF)
	Lunch 11:47 - 12:17
12:17 - 1:16	3rd Academic Block
1:19 - 2:19	4th Academic Block
2:22 - 3:55	Connections (A - MOR; B - TEF)
3:55 - 4:05	Husky News/Dismissal from HR
	TEACHER PLANNING 2:22-3:55

7TH GRADE SCHEDULE

8:40 - 9:05	Homeroom/Restroom
9:05 - 9:40	Sled Time
9:45 - 11:15	Connections (A - MOR; B - TEF)
11:20 - 12:50	1st Academic Block 11:20 - 12:20
	Lunch 12:25 - 12:55
12:53 - 1:53	2 nd Academic Block
12:45 - 1:45	3rd Connections Block
1:50 - 2:50	4th Connections Block
2:55 - 4:05	Husky News/Dismissal from HR
	Teacher Planning 9:45 - 11:05

8TH GRADE SCHEDULE

8:40 - 9:05	Homeroom/Restroom
9:05 - 9:40	Sled Time
9:43 - 10:43	1st Academic Block
10:46 - 12:16	2nd Academic Block
	Lunch 11:10 - 11:40
12:21 - 1:51	Connections (A - MOR; B - TEF)
1:56 - 2:56	3rd Academic Block
2:58 - 3:59	4th Academic Block
3:05 - 4:05	Husky News/Dismissal from HR
	TEACHER PLANNING 12:21-1:51

ARRIVAL/DISMISSAL

Arrival

- HMS doors open at **8:20 a.m.**
- Students will wait in the gym and be dismissed to class at 8:40 a.m.
- Parents dropping off students, please do not drop your student off prior to this time.
- Students arriving by car will enter the gym and will take a seat on the bleachers.
- Students arriving by bus will enter through the rear gym entrance and take a seat on the bleachers.
- Students will be dismissed to Supervision at 8:40
- Students will be offered breakfast and can grab and go to their Supervision class to eat.
- Breakfast service ends at **9:00 a.m.**
- The instructional day begins promptly at **9:05 a.m.**
 - If students are not in class at this time, they are tardy and will need to proceed to the office for a late slip.
 - Chronic tardiness to school will result in referral to the HMS Attendance Team.

Dismissal

- The instructional day ends, and dismissal begins at **4:05 p.m.**
 - Car riders are dismissed to the front of the building and will exit through the Gym Lobby Doors.
 - Bus riders are dismissed to the Bus Ramp by route number dismissed from the Gym.
- HMS utilizes two lanes for afternoon car dismissal, for safety and security reasons, we ask that parents and students follow the directions of the HMS Staff on Car Rider Duty.
 - As such we encourage students not to use cell phones until they are in their vehicle. Bus riders should also refrain from having cell phones out until they are on their bus.
Students should not have earbuds or headphones on during dismissal.
- We do understand emergencies do come up from time to time if you are going to make dismissal changes for your child, please call the front office by 2:00 pm or send a note with your child to turn in to the office upon arrival at school. Additionally, **parents please understand and respect, HMS office staff will not release students after 3:35 p.m. without the permission an administrator.**

ATTENDANCE POLICY

Students can miss class one of two ways; being tardy or being absent.

Tardiness

- Defined as:
 - being late for school
 - absenting oneself from school for any period during the day
 - leaving school early.
- Tardiness is either excused or unexcused.
- Students who demonstrate a pattern of unexcused absences and tardiness shall be referred to the Education Support Specialist for counseling and appropriate intervention(s) that may include a charge of truancy being filed against the parent and/or student.
- The school day starts promptly at 9:05 a.m.

- Students who are late to school miss essential portions of the instructional program and create disruptions in the academic process for other students and teachers who have classes in progress.
- To receive the maximum benefit from the learning environment, students are expected to arrive at school and be in class on time. Any student who is not present in his or her supervision/homeroom at that time is considered tardy.
- Students who arrive in homeroom after 9:05 a.m. will not be admitted to class without a tardy pass from the office. A parent/guardian must provide a note or accompany a tardy student to the office for him/her to receive a tardy pass. Late students who are not accompanied by a parent or have a note will be considered unexcused.
- As a reminder, to parents of car riders, please take weather conditions and traffic volume into consideration when leaving home so your child can arrive at school and be in class on time.
- Teachers and staff will continue to encourage students to attend class on time and give appropriate consequences for students who fail to be on time.

Absent

- A student can be absent from class or school.
- Absent from school
 - Any student missing half or more of the academic day (9:05 a.m. – 4:05 p.m.) will be considered absent.
- Absent from class
 - Core academic classes (ELA, Math, Science and Social Studies) student fails to attend and engage in instruction for 31 minutes or more will be considered absent from that class period.
 - Connections classes students fails to attend and engage in instruction for 46 minutes or more will be considered absent from that class period.

Important Reminder: When tardy or absent from school, regardless of the reason, the student must bring a note to the office or email our Attendance Clerk, Ms. Walker, julie.walker@bcsdk12.net, stating the reason for the absence the morning he or she returns to school.

Perfect Attendance Guidelines

- Huskies will with perfect attendance are recognized at the end of the year awards celebrations.
- The following guidelines will be considered when determining if a student has maintained perfect attendance during the school day. A student must be in class a minimum time to be considered present.
 - In core academic classes (ELA, Math, Science and Social Studies), students must attend and engage in instruction for at least 31 minutes to be considered present.
 - In Connections classes, students must attend and engage in instruction for at least 46 minutes to be considered present.
 - Students will not be considered absent if they are attending a school-sponsored activity or approved by the teacher to be in some other location on campus. All other absences, including the nurse's office, ISS or any other disciplinary infraction will be counted when determining perfect attendance at HMS.

COMMUNICATION PLATFORMS

Howard Middle School uses several online and virtual platforms to communicate with all stakeholders including our parents and students. The key to all platforms is parents maintaining accurate data in Infinite Campus via our Parent Portal. If you have not updated your data yet, please visit the BCSD Parent Portal website at <https://www.bcsdk12.net/parents/parentportal>.

Communications platforms used include:

- Infinite Campus
- Parent Portal
- Canvas
- Remind
- School Messenger
- HMS Webpage
- HMS Facebook Page
- HMS Twitter
- School Intercom

DENTAL, VISION, AND HEARING SCREENINGS

Each child attending a Georgia public school must present a Certificate of Vision, Hearing, Dental, and Nutritional Screening (**Georgia Form 3300**). The form must be dated within 12 months prior to the day of enrollment. This certificate is part of the child's record and is required by Georgia State School Standards. Screenings may be completed by a private physician or by the Macon-Bibb County Health Department. If your child's screening is not on file, you will be notified. **If you are entering a school in Bibb County from another state, the Dental/Vision and Hearing information must be transferred to a Georgia form.**



Georgia Department of Public Health
Form 3300
Certificate of Vision, Hearing, Dental, and Nutrition Screening

FILE THIS FORM WITH THE SCHOOL WHEN YOUR CHILD IS FIRST ENROLLED IN A GEORGIA PUBLIC SCHOOL
SCREENER CONTACT INFORMATION IS REQUIRED

PLEASE SEE THE INSTRUCTIONS
ON THE BACK OF THIS FORM

Parent/ Guardian Name: _____

first middle last

Parent/ Guardian Contact Information:

Daytime phone number: _____

Evening phone number: _____

Cell phone number: _____

Child's Name: _____

first middle last

Date of Birth: ____/____/____ **Gender:** Male Female

Child's Home Address:

street city state zip code county

VISION	HEARING	DENTAL	NUTRITION
<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Uses corrective lenses <input type="checkbox"/> Worn for testing <input type="checkbox"/> Passed (20/30 in each eye for age 6 and above, 20/40 in each eye for below age 6) <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Uses hearing aid / assistive device <input type="checkbox"/> Passed at 500, 1000, 2000, and 4000 Hz with audiometer at 20 or 25 dB <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) <input type="checkbox"/> Normal appearance <input type="checkbox"/> Needs further evaluation <input type="checkbox"/> Emergency problem observed <input type="checkbox"/> Under professional care (explain below)	<input type="checkbox"/> Unable to screen (explain why below) Height: _____ Weight: _____ BMI: _____ BMI%: _____ <input type="checkbox"/> 5 th to 84 th percentile - Appropriate for age <input type="checkbox"/> < 5 th percentile - Needs further evaluation <input type="checkbox"/> ≥ 85 th percentile - Needs further evaluation <input type="checkbox"/> Under professional care (explain below)
Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Optometrist <input type="checkbox"/> "Prevent Blindness Georgia" employee <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Audiologist <input type="checkbox"/> Speech-Language Pathologist <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Dentist <input type="checkbox"/> Local Health Department Registered Nurse <input type="checkbox"/> Registered Dental Hygienist <input type="checkbox"/> School Registered Nurse	Screening completed by: <input type="checkbox"/> Physician <input type="checkbox"/> Local Health Department <input type="checkbox"/> Registered Dietician <input type="checkbox"/> School Registered Nurse
Screener's Signature Date I certify that this child has received the above screening. Contact Information:	Screener's Signature Date I certify that this child has received the above screening. Contact Information:	Screener's Signature Date I certify that this child has received the above screening. Contact Information:	Screener's Signature Date I certify that this child has received the above screening. Contact Information:

FOR SCHOOL SYSTEM ONLY			Follow up for further evaluation	Actions reported (if any)	Screeners' Comments:
1 st attempt	2 nd attempt	Nutrition			
Vision					
Hearing					
Dental					
Nutrition					

Student support services initiated on: _____

DPH Form 3300 Rev. 2013

DRESS CODE

Howard Middle School's dress code is designed to maintain an academic focus in the classroom and on campus. The Howard administration and staff would like the cooperation of the students and parents in reviewing the student's dress to ensure it meets the following **uniform dress code** guidelines before the student comes to school.

Any student's dress/appearance not specifically stated which causes a disruption in the learning environment will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student uniform dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride.



PANTS/SKIRTS/SHORTS:

Pants

- Plain khaki, black or gray pants are the only color allowed to be worn.
- Jeans or jean material (blue or black only), without cuts, holes or tears may be worn.
- Skinny legged pants, and cargo pants are not allowed on a daily basis.
- Pants must be of appropriate size, not flare legged, 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.
- Pants MUST NOT be tucked into shoes or socks.

Skirts

- Plain khaki, black or gray skirts are the only colors allowed to be worn.
- Skirts must be no shorter than two (2) inches above the knee.
- Skirts cannot have any slits or openings.

Shorts

- Plain khaki, black or gray shorts are the only colors allowed to be worn.
- Shorts no shorter than two (2) inches above the knee may be worn.
- During school hours, students are allowed to wear athletic style shorts for Physical Education and Junior Leadership Corps related activities only.

Shirts

- Plain white or school color (maroon/burgandy, gray, white or black) polo shirts are to be worn.
- Shirts can be long sleeve or short sleeve.
- Polo shirts must have a collar.
- School t-shirts, sweatshirts (without hoods) or sweaters, or plain white or school color sweatshirts and sweaters may be worn.
- All shirts must be of appropriate size and tucked in.
- Plain white undershirts or turtlenecks underneath polo shirts, school t-shirts, sweatshirts and sweaters.

JACKETS/SHOES & SOCKS:

Jackets

- The school does not legislate the color of jackets/outer garments worn to and from school; however, if the jacket or outer garment is to be worn in the classroom, they must be plain white, maroon/burgandy gray or black.
- No oversized coats may be worn in the school building.
- Jackets with hoods or hoodies may be worn. However, the hoodie must be plain (no writing) and in white, black, maroon, or gray. **The hood may not be worn in the building.**

Shoes & Socks

- Tennis shoes with laces that are tied and the appropriate size for the shoes can be worn.
- All shoes must have closed toes and closed heels.
- Crocs may be worn with straps in “sports mode.”
- Soft-soled shoes may be worn. **(No heels allowed).**
- Plain white, black, or school color socks are to be worn with shoes.

BELTS/JEWELRY/HAIR:

Belts

- Plain brown, black, white, maroon/burgandy ,gray or khaki belts with buckles no wider than the belt are allowed. **Belts and buckles can not have lettering, pictures, or sayings on them.**

Jewelry

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

Hair

- Each student's hair must be neat, clean, and well groomed.
- **Hair styles and/or hair accessories that could cause a disruption to the school setting may be prohibited at the Principal's discretion.**

IMPORTANT NOTES:

- All other items, which in the judgment of the principal (designee), disrupt or distract from the teaching and learning process will not be allowed.
- **Only CLEAR OR MESH (SEE THROUGH) BOOKBAGS are allowed.**
- Any item prohibited in the Bibb County Board of Education Guidelines for Success or Dress Code is not allowed.

In addition to the required uniform dress code, students must comply with the following:

1. HEADGEAR - Headgear is not allowed to be worn in the building. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, or any other head covering **including hoodies**. Students may wear headbands which are school colors (white, black, gray, or burgundy) ***Exceptions for religious or medical reasons may exist.*

2. SHIRTS/BLOUSES/TOPS/T-SHIRTS - Blouses/shirts should be constructed so that the tops of the shoulders are *covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed)*. Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. *(If you raise your arms and the stomach shows, the top is not acceptable.)* Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see-through, backless, hoodies, or tube tops. **Rips or holes are not allowed in shirts/tops.**

3. SHORTS/SKIRTS/PANTS - All shorts and skirts must be no shorter than two inches above the knee. Slits in skirts cannot be more than two inches above the knee. The waistline of shorts/skirts/pants **must be on or above the hips** with no underwear showing. There should be **no** rips or holes in pants or shorts. “Pajama” bottoms and/or slippers are **not** permitted. Students wearing leggings or tights will still be held to the same requirements. Leggings and tights are considered accessories and should not be worn as outer garments/pants.

4. SHOES - Health regulations and safety factors require that footwear **always be worn** at school. All shoes must have closed toes and closed heels (**thus, no slippers, slides, flip-flops, etc.**). All shoes that require shoelaces should be properly sized and secured with the laces. *Crocs with strapped heels are permitted.*

5. WORDING/ACCESSORIES - No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity expressed or implied.

6. JEWELRY/ACCESSORIES - **Jewelry or accessories that can be used as weapons are not allowed to be at school.** This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins are not allowed on clothing or book bags.

7. EARBUDS/HEADPHONES/BLUETOOTH DEVICES - Earbuds, headphones, and Bluetooth devices may not be used or worn around the neck anywhere in the building during school hours.

8. HOWARD SPIRIT WEAR – Howard Husky apparel may be worn at any time and must follow the guidelines listed above.

EARLY DISMISSAL FROM SCHOOL

Students being dismissed during the day for appointments or personal business are required to be signed out and picked up in the main office by a parent or designated adult. A picture ID will be required when picking up a student. **Individuals not designated as an emergency contact in Infinite Campus will not be allowed to take students from the school.** When a parent or guardian comes to pick up a child, the student will be called to the office. Students may not wait in the office for someone to arrive to sign them out. Please do not call ahead and ask the office staff to have the student waiting in the office. Students are responsible for any class work or tests missed when they sign out. Students should be sure to check with the teacher of each class to find out any assignments that will be missed.

EMERGENCY INFORMATION

If a child is seriously injured or becomes ill at school, we will make him/her as comfortable as possible and then call the parent immediately. If the parent cannot be reached, we will attempt to contact the emergency contacts listed in Infinite Campus. **In case of an emergency, an updated work, home or cell phone number for a parent or guardian must be on file. Information must be kept current throughout the school year. Notify the school office if there is a change in phone numbers or you move to a new address.** If we cannot reach someone and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs of medical treatment are the responsibility of the parents. Please make every effort to complete emergency information via the **BCSD Annual Data Update**. Consider who you may send to pick up your child when you are not available and include their information so that you are well prepared. **STUDENTS WILL NOT BE RELEASED TO INDIVIDUALS NOT LISTED AS EMERGENCY CONTACTS IN INFINITE CAMPUS.**

BCSD ANNUAL DATA UPDATE

Each year, it is required for a parent/guardian to complete the Annual Data Update through the Infinite Campus Parent Portal. This provides us with the most current and accurate contact and health information in case of an emergency for your child.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular clubs and activities are an important part of middle school. Membership in various clubs and organizations gives students the opportunity to develop skills in social interaction, be creative, and assume positions of responsibility. Howard Middle School provides a wide variety of activities in which students may involve themselves. All students at Howard Middle School are encouraged to participate in extra-curricular activities.

- **Athletic Teams:** football, basketball, soccer, baseball, softball, wrestling, track, volleyball, cheerleading
- **Academic Teams/Activities:** Young Georgia Authors, Spelling Bee, Math Team, Science Fair, Quiz Bowl, National History Day/National History Bee, Technology Fair, Art of Reading, etc.
- **Student Clubs:** Will be shared with students in Supervision and then listed on school website.

Students involved in after-school activities must remain in the classrooms until they are dismissed to their designated areas. Parents must pick up students participating in after school activities **promptly** after practices, games, club meetings, and team competitions.

LOCKERS AND BOOK BAGS

For the 2023-2024 school year, students **will not** use lockers. They will be allowed to carry a school appropriate book bag, which must be clear or mesh. The administration reserves the right to check book bags at any time. Random searches are conducted by HMS and BCSD Campus Police Officers.

LOST AND FOUND

Items such as clothing and book bags that have been lost will be placed in the lost and found in the gym. Unclaimed clothing will be donated to charity at the end of the school year. Parents and students may check the lost and found area for lost items. Lost electronic media, cell phones, and other small or valuable items (such as keys, glasses, wallets, etc.) are kept in the front office. The school will not be responsible for lost, stolen, or broken personal items, including electronic media, cell phones and other devices. Lost textbooks will be given to the Academic Coaches.

MEDICAL INFORMATION

Student Illnesses

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. **However, please do not send children to school if they are ill before the school day begins.**

Students should not be sent to school if they are experiencing any of the following symptoms:

- Fever of 100.4 degrees WITH or WITHOUT other symptoms.
- Vomiting or diarrhea. Keep your child at home until he/she has had no vomiting or diarrhea for at least 24 hours.
- Frequent cough or a thick, runny nose that is not clear. Keep your child at home until his/her symptoms have disappeared or significantly decreased.
- If a student is prescribed an antibiotic, please keep the child at home until he/she has been on the antibiotic for 24 hours and is without fever.

If a student develops any contagious symptoms during the school day, he/she will be required to return home. **Parents should make sure their home, work, and cell phone numbers are kept current in Infinite Campus. Emergency contact person(s) should be listed in Infinite Campus.** They will be contacted in case the school is unable to reach the parent. **Students will not be released to individuals not listed as emergency contacts in Infinite Campus.**

Medications

Faculty members may not dispense medication of any kind. Please do not ask the teachers to dispense pain medicine, antacids, cough drops or other over-the-counter medications to students.

Students may request to see the nurse when available and will be treated only if a signed Nurse Consent Form and Medical Authorization Form is on file. The Nurse Consent form gives the nurse permission to give over the counter medication; this does not give the office staff permission to treat the student. Prescription medication should be brought to the office *by the parent in the original container* appropriately

labeled by the pharmacy or physician with the student's name, medication, dosage, and the time to be administered.

If a child is required to take medication during the school day, either throughout the school year or for a temporary illness, a medical release form must be filled out and signed by the attending physician. Please contact the school office for a copy of this form. **No prescription medication of any kind will be given out without this medical release form on file. We cannot accept faxed copies or phone calls from parents authorizing administration of any medication.** Students are not allowed to keep medication with them during the school day. **All medications must be turned in to the office.**

Please inform the teacher if your child has a chronic health issue i.e., diabetes, asthma, seizures, or life-threatening allergies (e.g., bee stings, peanuts, or any other allergy needing an EPI Pen or an inhaler). **The school does not supply inhalers.**

PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teachers. If you would like to schedule a parent-teacher conference to discuss your child's progress, teachers are available during their planning time and before or after school.

To schedule a parent-teacher meeting, please contact the grade level counselor via email or at (478) 779-3500.

- **MRS. PATRICE THURMAN – 6TH & 7TH GRADE**

- ▶ Email: patrice.thurman@bcsdk12.net
- ▶ Extension: 3448

- **MRS. DONNA BURNER – 7TH & 8TH GRADE**

- ▶ Email: donna.burner@bcsdk12.net
- ▶ Extension: 3482



You can also contact teachers directly using their school email address. Teacher emails are firstname.lastname@bcsdk12.net.

STRUCTURE OF THE LEARNING PROGRAM

Academics

The transition from elementary school to middle school is challenging. To help make the transition more comfortable, the middle school has been organized around teams. **Each team or cluster has three to four teachers.** The classrooms are close together and teachers work and plan together to create meaningful lessons for students. Teachers make up an interdisciplinary team that provides instruction in the four academic areas of language arts, math, science, and social studies.

Connections

While academic teachers are planning, students are exploring other areas of interest. Students can choose from the following:

CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION
Audio-Visual, Junior Leadership Corps, Marketing

ACADEMIC SUPPORT
English for Speakers of Second Languages, Reading Enrichment, Mathematics Enrichment

THE ARTS (PERFORMING & VISUAL)
General Music, Band, Orchestra, Visual Arts

PHYSICAL EDUCATION

STUDENT MANAGEMENT

Canvas

Canvas is a Learning Management System (LMS) that offers a single place where students can access any information related to academics. The platform helps teachers build a digital learning environment. Teachers will explain to students the specifics on how the platform will be used.

Classlink LaunchPad

ClassLink LaunchPad gives you personalized, single sign-on access to all your school resources. With one click, you can have instant access to any of thousands of learning, productivity, and educational apps. With LaunchPad you spend more time learning, and less time logging in.

Infinite Campus

Infinite Campus is a student information system. It is designed to manage student information regarding enrollment, attendance, grades, discipline, test scores, etc. Please click the link to find out about the Parent Portal section of Infinite Campus.

<https://www.bcsdk12.net/cms/One.aspx?portalId=1736221&pageId=27464832>

STUDENT EXPECTATIONS

Leader in Me (LIM) @ HMS

Howard Middle School is a Leader in Me school. The Leader in Me focuses on fostering a strong self-motivation to do what is right. The common language of The Leader in Me helps children learn to take responsibility for their actions and choices, to make more positive choices and to work on all areas of their lives, not just behavior. The Leader in Me helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond. It focuses on students learning the 21st century skills such as: *leadership, teamwork, communication, problem solving, responsibility, self-direction, self-confidence, and social etiquette*. Students learn these skills through participating in goal setting, data tracking, leadership roles, student-led conferences, leadership environments, leadership events, and more.

Positive Behavioral Interventions and Supports (PBIS) @ HMS

At Howard Middle School, we use Positive Behavioral Interventions and Supports (PBIS). PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a sense of safety, and support improved academic outcomes.

The use of the PBIS framework includes:

- Monitoring of discipline data to identify proper support for students
- Close monitoring of key locations to prevent common problems
- Teaching appropriate skills
- Rewarding appropriate behavior

As part of our effort to clarify our expectations for student behavior, we have a P.A.C.K. matrix that outlines appropriate behavior in the classroom, hall, restroom, and cafeteria. It also outlines expected behavior during arrival/dismissal and emergency drills.

					
	CLASSROOM	HALLWAY	CAFETERIA	RESTROOM	ARRIVAL/ DISMISSAL
P PORTRAY A POSITIVE ATTITUDE	USE POSITIVE AND APPROPRIATE LANGUAGE BE POSITIVE AND PRODUCTIVE ENCOURAGE POSITIVE BEHAVIOR IN OTHERS	USE POSITIVE LANGUAGE USE APPROPRIATE VOLUME ENCOURAGE POSITIVE BEHAVIOR IN OTHERS	USE ENCOURAGING WORDS USE APPROPRIATE LANGUAGE BE POSITIVE AND PRODUCTIVE	USE POSITIVE AND APPROPRIATE LANGUAGE HONOR THE PRIVACY OF OTHERS	LEAD BY EXAMPLE FOLLOW SCHOOL WIDE POLICIES
A ACCEPT RESPONSIBILITY	BE A SELF ADVOCATE BE PROMPT AND PREPARED FOR LEARNING BE MINDFUL OF YOUR ACTIONS	MALK WITH PURPOSE TO YOUR DESTINATION BE MINDFUL OF YOUR ACTIONS MALK ON THIRE RIGHT SIDE OF THE HALL	KNOW YOUR LUNCH NUMBER STAY IN YOUR DESIGNATED AREA KEEP AREA CLEAN AND HEAT	BE SANITARY FLUSH THE TOILET AND WASH YOUR HANDS REPORT ANY DAMAGE TO AN ADULT	STAY IN YOUR DESIGNATED AREA BE ENGAGED AND LISTEN ATTENTIVELY BE ORDERLY AND RESPONSIBLE
C CHOOSE TO BE RESPECTFUL	VIEW MISTAKES AS LEARNING OPPORTUNITIES LEAD BY EXAMPLE HONOR OTHERS RIGHTS TO LEARN	BE MINDFUL AND RESPECTFUL OF OTHERS SPACE LEAD BY EXAMPLE BE RESPECTFUL OF ADULTS AND STUDENTS	BE MINDFUL OF YOUR VOICE LEVEL RESPECT OTHERS PERSONAL SPACE BE ATTENTIVE AND RESPECTFUL TO ALL ADULTS	BE MINDFUL AND RESPECTFUL OF OTHERS SPACE KEEP THE RESTROOM AND SPACE CLEAN	BE RESPECTFUL OF ALL ADULTS AND STUDENTS FOLLOW DIRECTIONS RESPECT OTHERS PERSONAL SPACE
K KEEP LEARNING FRIST	BE GOAL ORIENTED BE ACTIVELY ENGAGED THINK CRITICALLY AND ASK QUESTIONS PRACTICE ACADEMIC HONESTY	BE MINDFUL OF OTHER'S LEARNING ENVIRONMENTS AROUND YOU BE ON TIME MALK TO YOUR NEXT DESTINATION WITH THE END IN MIND	BE PREPARED TO MAKE YOUR ORDER GO DIRECTLY TO YOUR ASSIGNED AREA DISPOSE OF ALL TRASH	USE YOUR TIME WISELY BE MINDFUL OF OTHER'S LEARNING ENVIRONMENTS AROUND YOU	ARRIVE TO YOUR DESIGNATED AREA ON TIME USE YOUR TIME WISELY

Changing our focus from a negative, reactive approach to a positive, proactive approach involves utilizing various methods of encouraging students to display the desired behaviors. While every teacher may reinforce these positive attributes in slightly different ways at times, we will also have well-established, school-wide plans for rewarding/acknowledging students for following our P.A.C. K. expectations.

To qualify for PBIS events, students must meet academic, behavioral, and attendance requirements. Some events may also include an entry fee and/or P.A.C.K. points. Incentives are a wonderful way to engage students and create excitement for

PBIS events. When students meet the criteria for a school/grade level event, they earn the opportunity to participate in a wide variety of activities. Each classroom will also have a chance for students to work together for group rewards.

Behavior Management System

The Bibb County School District uses a wide range of factors when deciding the appropriate consequences for a student who engages in misconduct. Ultimately, school administration has the authority to assign or recommend consequences they believe to be appropriate. Progressive discipline is followed in order that the degree of discipline will be in proportion to the severity of the behavior.

Refer to the BCSD Code of Conduct for additional information.

https://www.bcsdk12.net/UserFiles/Servers/Server_1736137/File/Parents/Code%20of%20Conduct/2022%2023%20Code%20of%20Conduct_FINAL.pdf

PBIS & LIM: Making the Connection

LIM supports PBIS by:

- Infusing leadership into prevention and intervention practices.
- Helping students gain skills they need to become self-motivated and self-managed.
- Equipping staff and students to become more effective in collecting and evaluating data.

SLED Time

Our daily schedule reflects **“Sled Time.”** This time will serve a few purposes; however, its main purpose will be for academic remediation and acceleration.

- Morning announcements, pledge of allegiance, and moment of silence.
- Housekeeping tasks such as taking attendance.
- Academic RtI and Targeted Remediation support.
- Weekly Leader in Me, SEL Core Curriculum Lesson, and PBIS lessons designed to develop strength of character in all our students.

Student ID Cards

Student ID Cards are mandatory. The following are some ways student identification cards will be used:

- **BUS.** Scan on and off the bus
- **CAFETERIA.** Access meals in the cafeteria
- **MEDIA CENTER.** Check out books and other media materials

TRANSPORTATION

Transportation Registration and Student IDs

Student identification badges are required for students registered to ride a school bus for the 2023-2024 school year. Instructions for accessing this essential information is available on the district’s website. If you have not registered your child for transportation services, you may do so when you visit the school or you may do so via the Parent Portal.

The BCSD STUDENT CODE OF CONDUCT will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus privileges and/or consequences deemed necessary by the administration.

The school system provides transportation as a service to students. **Transportation is a privilege that is granted to students who comply with school bus rules and regulations.** Eligibility to ride a school bus may be revoked or suspended for the violation of any policy governing student conduct on a school bus.

VENDING MACHINES

Use of the vending machines is a privilege, not a right. Students must follow all terms and procedures for vending machine use, as outlined by the principal or his designee.

VISITORS

Visitors are welcome to come to our school. To ensure the safety of our students and to ensure they receive the maximum benefit from their instructional time, visitors to our building must comply with the following procedures:

- **Report to the main office, sign in and obtain a visitor's pass before entering any other area of the building**
- Provide a Photo ID
- Sign out and return the visitor's pass, prior to leaving the building
- Display appropriate behavior and use appropriate language (**Inappropriate language and/or behavior will not be tolerated**).

***Unless authorized by the principal or his designee, high school students should **NOT** be on Howard Middle School's campus at any time.

WITHDRAWAL PROCEDURES

A parent who needs to withdraw a student from school should contact the Registrar's office. The parent must provide school transfer information to the registrar so the appropriate documents can be provided to the receiving school. State law requires schools to include disciplinary records as part of the student's transcripts. If the transfer is outside of the school district, the student must clear any outstanding debts and return all textbooks before records will be released.

YEARBOOKS

Yearbooks capture the spirit and excitement of the school year. We encourage students to place their orders in advance. Yearbooks are delivered at the end of the school year. There are very few extra yearbooks ordered, so students should place their orders in advance. Upon receiving their yearbook, students are responsible for its care and safekeeping. The school will not be responsible for lost, stolen, or damaged yearbooks.