

Miller Middle School Family Handbook 2020-2021



Our Mission at Miller is to ensure that all of our students are afforded the opportunity to achieve academic success in a safe, clean, and healthy learning environment.

Dear Miller Middle School Families,

Welcome to George C. Miller Jr. Middle School for the start of the 2020-2021 school year! I look forward to working with all of our students and families. As we plan for a beginning like no other we have seen in the past, our focus will still be to ensure that:

- Every child, every day is finding a way to be connected,
- Every child, every day is being challenged by new learning experiences,
- Every child, every day knows that they have a champion they can turn to.

Spring of 2020 has challenged staff and students to find a new normal for learning, connected us in new ways and required our Cougars to be champions from afar. What I have learned most through this process is how much I appreciate the expertise our teachers bring to MMS, the ways in which our students continue to work hard to grow and overall, appreciation for the little things in life-giving a high five, a hug, or being able to laugh out loud with many people around. What I most appreciate about MMS is how even under circumstances we have never experienced we are still a learning and caring community.

Regardless of the school option you and your family choose, please know our fall may not be “normal”, but our learning will not only continue, but it will thrive. We can’t wait for school to start and we look forward to welcoming all of our new and returning students to Miller Middle School with open arms (from 6 feet away) and we look forward to continuing to grow with our Crescent City community. It is truly a privilege to be a part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support both the academic and emotional well-being of all children. Please feel free to contact me at (386)698-1360. Once again, welcome back! Let's make it a great year at Miller Middle School together! Our first day of school will be Monday, August 24, 2020.

Sincerely,

Tim Adams

Principal

Our Vision of Rigor

At Miller Middle School, all Teachers and Staff work together to plan for cognitively complex and relevant tasks and assessments through engaging student centered learning where all students are motivated and held responsible to a high level of autonomy.

Mission Statement

M.I.N.D.S.E.T is everything

Moving In a New Direction Striving for Excellence Together

Administrative Team:

Mr. Tim Adams, Principal

Mrs. Paula Adams, Assistant Principal

Dean of Discipline:

Mr. Elias Ramirez

School Counselor

Mrs. Susannah Bender (6th, 7th, and 8th grade, ESE/504/ESOL.)

21st Century Program: Ms. Sandy Dean

Office Staff:

Ms. Lillian Sermon, Executive Secretary; Mrs. Vanessa Lara, Bookkeeper; Mrs. Latina Cook, Data Clerk

Instructional Assistants: Mrs. Cruz, Ms. Davis, Mrs. Garcia, Mrs. Bolden, Ms. Leavenworth, Mr. Thompson

2019-2020 Academic Year

First Day of School: August 12, 2019

Last Day of School: May 29, 2020

Academic Timeline		
Quarter	Begin Date	End Date
Quarter 1	August 24th	October 23rd
Quarter 2	October 24th	January 20th
Quarter 3	January 21st	April 1st
Quarter 4	April 2nd	June 9th

Early Dismissal Dates

June 9, 2021	June 10, 2021
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School Closed

Monday, September 7, 2020 (Labor Day)	Monday, October 26, 2020 (Teacher Planning)
Tuesday, October 27, 2020 (District In-Service or Hurricane Make-Up Day)	Wednesday, November 11, 2020 (Veteran's Day)
Wednesday, November 25 - Friday, November 27, 2020 (Thanksgiving)	Saturday, December 19, 2020 - Sunday, January 3, 2021 (Winter Break)
Monday, January 18, 2021 (MLK Day)	Thursday, January 21, 2021 (Teacher Planning Day or Hurricane Make-Up Day)
Friday, January 22, 2021 (District In-Service Day)	Monday, February 15, 2021 (President's Day)
Friday,, March 13 - Sunday, March 21, 2021 (Spring Break)	Friday, April 2, 2021 (Good Friday)
Monday, April 5, 2021, Teacher Planning Day	Monday, May 31, 2021 (Memorial Day)

School Hours:

Regular School Hours- 9:10-3:55pm

Early Dismissal Hours- 9:10-12:40pm

2019-2020 Bell Schedule



Regular Day Schedule

Instructional Day: (9:10am-3:55pm)

Period	Time	Duration
1st period	9:10-10:03am	53 min. includes announcements
2nd period	10:06-10:55am	49 minutes
3rd period (Lunch)	10:58-12:25pm 6th grade (10:55-11:25) 7th grade (11:25-11:55) 8th grade (11:55-12:25)	57 minutes + 30 minute lunches (Teachers escort students to/from cafeteria)
4 period	12:28-1:17pm	49 minutes
5 period	1:20-2:09pm	49 minutes
6 period	2:12-3:01pm	49 minutes
7 period	3:04-3:55pm	51 minutes

Early Dismissal Schedule

Instructional Day: (9:10am-12:40pm)

(June 9 & 10, 2021)

Period	Time	Duration
1st period / 4th period	9:10-10:03am	53 minutes includes announcements
2nd period / 5th period	10:06-10:55am	49 minutes
3rd period / 6th period (Lunch)	10:58-12:25pm 6th grade (10:55-11:25) 7th grade (11:25-11:55) 8th grade (11:55-12:25)	57 minutes + 30 minute lunches Teachers escort students to/from cafeteria)
4th period / 7th period	12:28-12:40pm	12 minutes

Advisement Schedule

Instructional Day: (9:10am-3:55pm)

Period	Time	Duration
Announcements	9:10-9:15am	5 minutes
Advisement with 1st Period Teacher	9:15-9:35am	20 minutes
1st period	9:35-10:20am	45 minutes
2nd period	10:23-11:08am	45 minutes
3rd period (Lunch)	11:11-12:41pm 6th grade (11:11-11:41) 7th grade (11:41-12:11) 8th grade (12:11-12:41)	60 minutes + 30 minute lunches Teachers will escort students to/from cafeteria
4th period	12:44-1:29pm	45 minutes
5th period	1:32-2:17pm	45 minutes
6th period	2:20-3:05pm	45 minutes
7th period	3:08-3:55pm	47 minutes

Activity Bell Schedule (Assemblies/Pep Rallies)

Instructional Day: (9:10am-3:55pm)

Period	Time	Duration
Announcements	9:10-9:15am	5 minutes
1st period	9:15-9:53am	38 minutes
2nd period	9:56-10:34am	38 minutes
3rd period (Lunch)	10:37-12:07pm 6th grade (10:37-11:07am) 7th grade (11:07-11:37am) 8th grade (11:37-12:07pm)	60 minutes + 30 minute lunches Teachers will escort students to/from cafeteria
4th period	12:10-12:48pm	38 minutes
5th period	12:51-1:29pm	38 minutes
6th period	1:32-2:10pm	38 minutes
7th period	2:13-2:48pm	35 minutes
Activity	2:50-3:55pm	65 minutes

George C. Miller Jr. Middle School Guidelines for Success

The students and faculty of George C. Miller Jr. Middle School will exhibit the five core guidelines for success, which are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship at all times. We establish these values through communication, interactions, relationships, academics and behavior. In order to foster well-rounded young adults and motivate them into productive and prepared citizens, it is imperative that we collectively lead by example.

Grading System

Quarter Grades are determined by averaging the following items:

- Classwork: (Documented exit tickets towards the standard)
- Exams/Quizzes: (Documented towards the standard)
- State/District testing scores: (Performance Matters Assessments; Standards Mastery Assessments)
- Blended Learning Activity Completion (ex. iReady, Khan Academy)

Letter grades are based on a numerical average between the following ranges:

- 100 – 90 = A
- 89 - 80 = B
- 79 - 70 = C
- 69 – 60 = D
- 59 - 0 = F

Grade records:

- Teachers place students' grades into our district online grading system **Skyward**.
- Mid-quarter progress reports are printed directly from **Skyward** four times within a school year.
- Students have access to **Skyward** using their user access, which they maintain through high school.

- Parents/Guardians have access to **Skyward** via a personalized password, which grants access to view students' grades, attendance, referrals, and contact teachers.
- Parents and students are encouraged to check student progress on a regular basis through **Skyward** as well as teacher contact (phone & face to face conferences). Log-in information for **Skyward Parent Portal** can be obtained through the Data Clerk, Mrs. Cook.

Grade Promotion Requirements

6th to 7th Grade

Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 6th to 7th grade students must:

- Successfully complete three (3) or more of the core courses mentioned above.
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7th to 8th Grade

Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 7th to 8th grade students must:

- Successfully complete three (3) or more of the core courses mentioned above.
 - Successfully recover any 6th grade courses that were not passed the previous year.
 - Civics End of Course Exam score will count as 30% of the final grade.
 - 1 course in career and educational planning to be completed in 7th or 8th grade.
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8th to 9th Grade

Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 8th to 9th grade students must:

- Successfully complete ALL of the **core courses** in 6th, 7th and 8th grade.
 - 1 course in career and educational planning to be completed in 7th or 8th grade.
 - High School Courses / End of Course Exam score will count as 30% of the final grade.
 - Biology (EOC) score will count as 30% of the final grade.
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1. Florida State Assessments (FSA) and End of Course exams (EOC) are as follows:
6-8th grade: Math, Reading & Writing / 7th grade Civics / 8th grade Science / High School Courses (EOC)
2. Teachers and administrators have an obligation to provide timely intervention so that students may recover courses (core or elective) during the academic year.
3. One core course failed and not recovered during the academic year may be recovered during PCSD Summer Education Programs (if available) or during the summer through a private or out-of-county provider to meet course requirements for promotion.
4. NOTE: A student with a disability who has been grade-adjusted through the ESE Reevaluation Review Team shall be promoted based on the credits earned in the years completed during middle school. Promotion for these students is not dependent on credits for grades missed by the student due to the grade-adjustment.

Middle School Curriculum

6th Grade	7th Grade	8th Grade
Cambridge Math or Math 1	Algebra 1 or Math 2	Geometry or Algebra 1 or Algebra 1A or Pre-Algebra
Cambridge English or Language Arts 1	Cambridge English 2 or Language Arts 2	Cambridge English 3 or Language Arts 3
Cambridge Social Studies or Social Studies 1	Cambridge Civics or Civics	Cambridge US History or US History
Cambridge Science or Comprehensive Science 1	Cambridge Science or Comprehensive Science 2	Biology or Comprehensive Science 3
Elective	Career and Educational Planning (Option)	Career and Educational Planning (Option)
Writing or Intensive Reading	Elective	Elective
Intensive Math	Writing or Intensive Reading	Writing or Intensive Reading
	Intensive Math	Intensive Math

State Assessment Dates for Middle School (20-21 School Year)

Grade Level	Dates	Test
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6 th and 7 th grade	April 5-16, 2021	Writing
8 th grade	April 5-16, 2021	Writing
6 th grade	May 3-14, 2021	FSA Reading FSA Math
7 th and 8 th grade	May 3-28, 2021	FSA Reading FSA Math
8 th grade	September 14-23, 2020 July 12-23, 2021	*Algebra 1 EOC retakes
8 th grade	May 3-28, 2021	*Algebra 1 EOC *Geometry EOC
8 th grade	May 10-21, 2021	NGSSS Science
7 th and 8 th grade	May 3-28, 2021	*Biology EOC *Civics EOC

*Only students who are enrolled in EOC courses (Biology, Civics, Algebra 1, and Geometry) will be required to take the EOC exam. The successful completion of all EOC courses, except Civics, will also accumulate one high school credit per course.

George C. Miller Jr. Middle School Policies & Procedures

ATTENDANCE POLICY

Regular attendance at school is important for student achievement and should be encouraged. Excessive absence is detrimental to a student's educational progress. Therefore, family trips and medical appointments should be planned during vacations, non-school days or after school hours. The environment in a classroom setting is one of interaction among teachers and students. If a student is not present to become involved in this process, the student is denying himself/herself a valuable educational experience. Students with good attendance generally demonstrate higher levels of learning than those with poor attendance.

When a parent provides documentation that excuses a student's tardy or absence, it is filed as a parent note. In the case of an absence, written documentation by the parent or guardian must be submitted to the front office within three (3) working days upon return to school. After this time, no documentation will be accepted for the validation for this particular absence and it will be documented as unexcused. **After 3 tardies to school or tardies between classes, it can result in the student receiving Before/After School Detention or Lunch Detention. These steps are to start over at the beginning of each nine weeks.**

Miller Middle School will enforce the Putnam County School District attendance policy as described in the Putnam County Code of Conduct.

Excused absences will be considered under the following circumstances:

1. Medical reasons verified by a physician or clinic.
2. Death in the family.
3. Legal reasons verified by a lawyer or a court.
4. Absence that is school related.
5. Absence for religious reasons.
6. Circumstances as determined by the Principal.

Middle school students will be allowed to be absent 6.5 days during each semester (includes excused absences).

For the purpose of this policy, middle school students must attend 46 minutes of a class to be counted present.

Attendance - Checking Out of School

Students will be permitted to check out during the school day for the following reasons: personal illness, family emergency, doctor or dental appointment that cannot be made at a time other than during school hours, or to attend a school sponsored activity. Parents must come into the front office and show proper ID to office personnel to pick up students. **Any Early Departures from school will count as an absence. Students will be called from the classroom once the parent arrives to school to check out their child.**

Attendance - Tardy to Class

Students have 3 minutes between class periods. Students are expected to be in class by the tardy bell. Students who enter class late will be marked "tardy" by their teacher. Students that are tardy to class shall be marked as such in Skyward. Steps to follow in implementing tardy policy are as follows:

Tardy Occurrence	Discipline
1-3 tardy	Behavioral Intervention Form. The Behavioral Intervention Form will be sent home and signed by the parent. This is a form of communication from the teacher to the parent trying to provide the student an intervention for support.
4 th tardy	Student receives discipline referral. Parent contact & tardy contract signed by parent/student in meeting with the Dean.
5 th tardy	Student receives discipline referral. Parent contact & tardy contract <u>reviewed</u> by

	parent/student in a face to face meeting with the Dean.
6 th tardy or more	Student receives discipline referral with consequences based upon the Putnam County School District's Code of Conduct. (Loss of Privileges; After School Detention; Lunch Detention; Written Assignment; In School Suspension for 3 days.)

School Counselor

Students seek a School Counselor's assistance with any or all types of questions or concerns. Academics, work habits, self esteem, assertiveness, harassment, and friendships are common issues of middle school students. School Counselors meet with students on an individual basis to encourage them and assist them academically, emotionally, and socially. Counselors evaluate students' academic progress and consult with teachers, parents, specialists, and administrators to ensure student success.

Miller Middle School's Counselor is available to provide support, collaborate with teachers, parents, and outside agencies to develop strategies to assist the student. Students seeking to speak with the School Counselor, should give their name to **Mrs. Lara** or fill out an appointment card. Mrs. Bender will then contact the teacher of the student to set up the appointment. Use of our Hall Pass Policy will go into place for when a student is sent out of the class to meet with the guidance counselor. Parents are encouraged to call and make an appointment with Mrs. Bender whenever they have any questions or concerns about their children. Communication is particularly important whenever there is an illness, death, separation, divorce, stress, or other family crisis.

Student Identification Policy

All Miller Middle School students are required to wear an identification badge that the school will provide. **If lost, the student/parent are required to purchase a replacement badge for \$5.00.** The identification shall be worn on the outside of the student clothing. The student shall wear the lanyard and badge around their neck to support the visibility of the badge. If badges are not worn, students can/will receive disciplinary action up to and including possible lunch detention, after school detention, in school suspension, and or out of school suspension. Student identification badges will be checked every morning in the auditorium.

HALL PASS POLICY

- Hall passes are to be used for emergencies only.
- In an effort to reduce the number of students out of class during instructional time, each classroom will have a colored clipboard.
- Students are **REQUIRED** to sign-out when leaving/returning to the classroom at all times.
- Students needing to leave the classroom are **REQUIRED** to carry the clipboard.
- Only **ONE** student per class may be on a hall pass at any given time.
- If it is necessary that a student leave a classroom to go to an Administrative Office and the clipboard is already being used, please contact the office and an Instructional Assistant will need to escort student(s) to and from the classroom.
- There are absolutely **NO** hall passes for any reason during the first/last 10 minutes of each class.
- Students who are found out of class during the first/last 10 minutes of the block will have the clipboard taken and given to the Assistant Principal for teachers to retrieve.
- Students who are out of class, unaccompanied by an Instructional Assistant, Dean, or Administrator, and do not have a clipboard will be considered skipping and appropriate consequences will be assigned.

Restrooms

Students have 3 minutes between classes to go to the restroom - use this time wisely. Students should avoid spending class time in the restroom if at all possible. Teachers will be asked to limit the number of students allowed out of class; therefore restroom use should occur between classes and during lunch unless it is an emergency. If your child has a medical condition that requires frequent use of the restroom, please provide a doctor's note to the front office. **(Please reference the Hall Pass Policy.)**

Please help us to keep our restrooms clean and sanitary by placing tissue in the appropriate receptacles and by not writing on doors, walls, or mirrors. Being in the restrooms without a proper pass/permission from an adult will **NOT** constitute an excused absence/tardy from class. Students found vandalizing the restrooms and/or creating a mess will receive disciplinary actions.

Cafeteria - Lunch Procedures

- Students will be instructed to sit in 3 different areas this year while eating lunch. We will accommodate students in our cafeteria, auditorium stage, as well as sit outside. We will be following CDC guidelines. Students must wear masks except to eat and then put the mask back on after eating. (Please refer to CDC School Opening Plan). Students should not exit the cafeteria with food or drinks (unless permission is granted by the administration).
- To exit the cafeteria during lunch for any reason, students should ask a faculty/staff member for permission.

- If you are not in the appropriate location during your scheduled time and you do not have permission from a Miller faculty or staff member you will be considered skipping.

Please remember our school expectations by showing respect while in the cafeteria by adhering to the following procedures:

1. Clean up after yourself. Throw all trash in garbage cans when you are finished eating.
2. No skipping in lines.
3. No throwing of food or drinks.
4. Remain in your seat unless getting condiments or throwing trash away.
5. Failure to comply with these policies and procedures could result in a referral and or lunch detention.

BEHAVIOR POLICY

George C. Miller Jr. Middle School students will adhere to the **Putnam County Student Code of Conduct**. Each student is expected to exhibit the Cougar ROAR core values for success, which are: **Respect everyone**, **Own your actions**, **Act safely**, and **Rise to the challenges**. The "Cougar Roar" Expectations should also be shown in how students care for the school building, surrounding area and community as well as with their peers. Miller Middle School has a new PBIS System in place this year. Our focus is on 1 Family, with a 4 house structure for all students, faculty, and staff members.

When necessary, students will be referred to the Dean or Administrator for more severe and actionable disciplinary consequences. Please refer to the Putnam County Student Code of Conduct for information regarding action steps taken as consequences for disciplinary referrals.

Horseplay

Many altercations and injuries occur as the result of "horseplay". Please refrain from pushing, tripping, slapping, kicking, grabbing, pinching, poking, or prodding other students. Please do not run, jump, skip, cartwheel, or summersault in the halls or walks. "Arm wrestling" is not appropriate at school, nor are any other forms of unsanctioned wrestling. A safe and orderly environment is one that is more conducive to learning. Please reference the Putnam County Student Code of Conduct

Activities/Dances/Special Events after regular school hours

Due to CDC Guidelines, at this time, all activities, dances, and special events are postponed until further notice. Once the Putnam County School District receives further information, we will

pass that information along to all students and parents. The following criteria must be met at all times in order for a student to participate in any type of extra-curricular activities:

- No F's during the current grading period.
- Regular attendance (as outlined in the Code of Conduct).
- No discipline referrals during the current grading period.

If a student has been assigned out of school suspension, he or she will not be allowed to participate in or attend any extra-curricular activities for that day. If the suspension is in effect on the last day of the week, the student is not to participate in any school activities taking place over the weekend.

Any spectator who causes himself/herself to be ejected from an athletic event, assembly, program, or other school function will be suspended from attending any school related events for the remainder of the school year.

In order to be a participant in any school related extracurricular activity, the student must attend school for a minimum of 5 periods the day of the event.

Activities/Pep Rallies

At this time, school wide Pep Rallies and assemblies are postponed until further notice. Once we receive further guidelines from the CDC, we will then pass that information along to our students and parents. George C. Miller Jr. Middle School will run an activity bell schedule to support our activities and pep rallies that are sponsored by our faculty/staff members.

Students who are receiving D's or F's, as well as students who have poor attendance who must make up the work in any classroom to participate.

Deliveries of Flowers, Balloons & Gifts

Students are not permitted to receive flowers, balloons, or other gift items at school. These items are not permitted on the bus.

Dress Code

All students will follow the dress code as outlined below:

1. **Shirts** - Holes, tears, or see-through shirts are not permitted. Shirts that expose the mid-drift or back are not to be worn.

2. **Pants/Shorts** - Walking shorts, slacks, jumpers, jeans, (skorts, skirts, dresses for girls) or similar clothing are permitted and must be worn at the waist. Dresses, skirts, shorts, skorts, and jumpers shall touch the knee. (The outermost layer of clothing is to touch the knee.) Holes and tears in all clothing will be allowed. The administration will deem items inappropriate to wear if too much skin is showing, or if underwear and bras are showing. Skinny jeans are acceptable as long as they fit above the waist and they do not show undergarments such as underwear or shorts designed to be underwear.
3. **Athletic shorts/pants including spandex-style "bicycle" shorts, yoga pants, cut-off jeans, frayed jeans or pants, cut-off sweatpants, short-shorts, running shorts, and see through boxer type shorts are not permitted.**
4. **Leggings are not permitted unless a dress, skirt, or shorts that come to the knees are worn over the leggings.**
5. **Sweatpants and jogging pants are allowed as long as they are fitted at the waist.**
6. **Shoes/Footwear** - All students shall wear shoes/footwear. Heel height shall not exceed three (3) inches. Shoes that are unsafe, such as bedroom slippers and heelys, will not be allowed. Crocs are allowed as long as the strap is around the back of the ankle.
7. **Appropriate sizes** - Students shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
8. **Dresses** - All dresses must have sleeves that cover the entire shoulder and must be at least knee length.

Items That are Not Permitted

Students are not allowed to wear clothing, jewelry, buttons, or other attire or markings, which are offensive, suggestive, disruptive, or indecent, such as:

- A. Clothing or jewelry associated with gangs.
- B. Clothing or jewelry encouraging the use of drugs, alcohol, or violence.
- C. Clothing or jewelry associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
- D. Clothing exposing the torso, cleavage, or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tank tops without over shirts, bare midriff outfits, low cut tops or blouses, or shirts or blouses tied at the midriff. Tube tops and spaghetti strap tops are not allowed even with an overshirt.
- E. Clothing not properly fastened or with tears, holes, or rips in which skin can be shown are not permitted.

- F. Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, or sleepwear.
 - G. Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to the health of the student or others.
 - H. Hats, headgear, or any head covering worn inside, except when approved by the principal.
- For more information or additional details, please refer to the dress code as outlined in the Putnam County School Board Policy.

Teasing and Bullying

The Miller Middle School student population is diverse in its makeup. We consist of individuals with varied backgrounds, interests, strengths, and weaknesses. All of us have the right to an enjoyable school experience. Any student teasing, taunting, tormenting, threatening, or otherwise bullying another student will be subject to disciplinary action by the school and possibly law enforcement. **Students should report all such instances (including online bullying) to an adult as soon as possible so that appropriate actions may be taken.**

NOTE: In addition to the rules & procedures established in this handbook, students are responsible for complying with all rules, procedures, and policies set forth in the PCSD Code of Conduct as well as those established by individual classroom teachers.

Electronic Devices & Other Miscellaneous Items

Music devices (CD players, headphones, MP3 players, CD's, i-Pods, etc.), video games, musical instruments (other than for the school band), and playing cards should not be brought to school unless otherwise directed by the administration. Please refrain from wearing or bringing expensive jewelry and other valuables as well. The school is not responsible for these items should they be lost or stolen.

The Putnam County Code of Conduct state the following in reference to cell phones/pagers:

"...A student may possess a wireless communication device while the student is on school property or in attendance at a school function....Devices may be used **only before and after school and must be turned off and out of sight during the day.** (Any exception to this rule must be approved by the administration.) If a student's cell phone creates a disruption, it will be confiscated and parents will be notified." ("During the day" refers to the time period from 8:30a.m, the time students arrive on campus to 3:55p.m.) Headphones are not to be seen. Headphones that are out will be taken and a parent must come pick them up!

Profanity/Disrespect/Vulgarity

Profanity, disrespectful tones, defiance, rude behavior, and vulgarity will not be tolerated and any use of it will result in disciplinary action.

Public Display of Affection

Kissing, hugging, and other such displays are not appropriate for a school setting. This type of activity should not occur on campus at any time, including before, during, and after athletic events, dances, etc. Chronic or blatant disregard for this rule will result in disciplinary action.

SCHOOL TELEPHONE USE POLICY

It is the responsibility of the parent and student to communicate plans for transportation, activities, etc... prior to the start of the school day. The use of school telephones is reserved for emergency based calls only. Students may use a school telephone within their classroom, administrator's office, the main office, or the guidance department with proper permission. If a student falls ill, or has another extenuating circumstance that requires the use of a school telephone, the telephone in the Dean's Office will be used to document the call.

TEXTBOOK POLICY

Teachers receive a class set of textbooks at the beginning of the school year that will be housed in the classroom for daily use. Students use the textbooks within the classroom setting. Their teacher will assign students workbooks at the beginning of the school year for classroom and homework use. Students will be required to pay the full price of any textbook that is damaged, lost or destroyed. Only cash will be accepted for the purchase of replacement textbooks. Cash collected will be received by Mrs. Lara, our Bookkeeper and proper receipt will be distributed back to the student.

All debts owed for lost, destroyed or damaged books will be placed on the obligations list, which will prohibit students from participating in any school-sponsored activities (i.e. dance, graduation, field trips, etc.). Any textbooks, library books, or other media material found should be returned to the Media Specialist, Mrs. Jones.

School Property

Our custodial, maintenance, faculty & staff of George C. Miller Jr. Middle School work extremely hard to provide a clean and pleasant setting for all of us to enjoy. Please refrain from defacing or damaging school property, including desks, tables, restrooms, textbooks, benches, walls, paint, shrubbery, windows, computers, etc. Anyone who intentionally damages or defaces school property will be held financially liable and will face disciplinary, and perhaps legal consequences.

Only cash will be accepted to replace any school property damaged by students. Cash collected will be received by Mrs. Lara, our Bookkeeper and proper receipt will be distributed back to the student. All debts owed for lost, destroyed or school property will be placed on the obligations list, which will prohibit students from participating in any school-sponsored activities (i.e. dance, graduation, field trips, etc.).

All disciplinary actions will be in accordance with school board policy and state law.

Medical Clinic Procedures

The following procedures should be observed regarding the school clinic:

A. No student will be admitted to the clinic without a pass from their teacher. A pass to get in is required for a pass back to class. (Please reference the Hall Pass Procedures.)

B. The clinic is for students too sick to remain in class. Upon arrival, the student's condition will be evaluated. Students not exhibiting fever, obvious pain, nausea, or hemorrhage will be sent back to class within 5 minutes of arrival. Parent contact will be made if necessary.

Medicine and Medication

If students are to take doctor-prescribed medication during school hours, they must have the official parent authorization form (available from student services) completed on file. This form, once submitted, is good for the duration of the school year. No medication is permitted to be given or taken without this completed form. Students are not allowed to keep medication in lockers, desks, purses, etc, or on their persons. **All medications will be kept in and distributed through the school clinic. Students found to be in possession of prescription drugs on campus will be recommended for expulsion.** Only sunglasses that are prescribed for a medical reason are to be worn inside the buildings.

Student Drop Off & Pick Up

Miller Middle School will supervise students thirty (30) minutes before and after a regular school day, 9:10a.m to 3:55p.m. **Do not rely on additional supervision.** Students should not be on campus until 8:30a.m. Teachers and instructional assistants are not available early in the morning and have additional assignments after class. The safety and well-being of your child is our best interest. Thank you for picking up your child after school in a timely manner.

For the safety of all students, students are to be dropped off and/or picked up on the appropriate designated areas only.

Supervision After School

When the school day is over, students are to either leave campus or immediately join their coach, club sponsor, or other supervising adult. Due to the inability of school staff to supervise all areas of the campus after school, students are not allowed to loiter about. Students who continually do so will be subject to disciplinary consequences.

Supervision will be provided 30 minutes before school starts and for 30 minutes following after school activities. **Please arrange for prompt pick-up following such events.**

Teacher/Parent Conference

Parents are encouraged to contact the school when there is concern about the child. Teacher/Parent conferences should be scheduled with the front office in advance. If a parent or guardian would like to schedule a conference, please call 698-1360 and ask for the front office secretary. **When the family schedules a parent/teacher conference, the parent must wear a mask into school and our subject to CDC guidelines.** Our focus this year is creating student leaders. Therefore, all conferences will be led by the student based upon their academics, attendance, behavior, as well as possible community support.

Transportation by Bus

Students who ride the bus are assigned a bus by the Transportation Department. **Per CDC and the Putnam County School District Re-Opening guidelines, students are to wear masks while traveling on the bus.** Any bus change must be approved by the Transportation Department. Please contact the school for a bus change, and then the school will notify the parent if the change can take place. **Please understand, there are limited bus changes due to the legal capacity of students that may ride any given bus.**

FIELD TRIPS

➤ Students who attend field- trips off campus are held to the highest standards of behavior as outlined in the code of conduct set forth by the Putnam County School District and the attending school.

- Disciplinary actions will be applied according to the student code of conduct for any infractions that occur while on the field trip.

STUDENT INCENTIVES

At Miller Middle School, we pride ourselves on acknowledging milestones achieved by our students. Therefore, there will be several opportunities throughout the year to attain awards and incentives for a job well done.

ATHLETIC EVENTS

At this time, all athletic events have been pushed back to start in October. We will keep everyone informed as to CDC regulations to masks being worn as well as the number of spectators that may enter the facility. Students attending PCSD athletic events are bound by the PCSD Code of Conduct, Dress Code, and School Rules and Expectations. Students who are suspended or who did not attend school on the day of the athletic event, may not be admitted to the event. The privilege to attend any athletic event may be revoked as a discipline consequence or at the principal's discretion. The cost for attending middle school athletic events are as follows:

(All Sports)	Student Admission at Gate	\$2.00
	Adult Admission at Gate	\$3.00

Student/Parent Acknowledgement

Student Acknowledgement:

I _____ have read and understand the expectations that are outlined in the student handbook. By signing this acknowledgment page, I am confirming the receipt and review of this document.

Parent Acknowledgement:

I _____ have read and understand the expectations that are outlined in the student handbook. By signing this acknowledgment page, I am confirming that I have reviewed this document with my child and will ensure that they uphold the expectations that have been expressed.

Date: _____

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Miller Middle School

2020-2021 School Supply List



Miller Middle School will be actively teaching our students' organizational skills during the 2020-2021 school year. Below are the list of required and recommended school supplies that students will use for success this school year. We also want to remind families/students

that a mask, face shield, or gaiter be worn during class transitions as well as at any time that social distancing is not permissible.

REQUIRED SUPPLIES	RECOMMENDED SUPPLIES
1. 1 - Good quality 3 ring binder - 2/12 or 3 inch in size 2. Pack of 8 subject dividers to separate each class 3. 3 hole punched zipper pouch to hold pens, pencils, highlighters 4. 2 or more pens in binder at all times 5. 2 or more pencils in binder at all times 6. 2 colored highlighters in binder at all times 7. Blank notebook paper (will need 3 packs minimum for the year. 8. Four function calculator 9. Earbuds for instructional purposes.	1. 3 ring mini binder pockets(way to hold loose papers until they are placed in notebook (pack of 5) 2. Portable 3 ring paper punch (fits in your binder) 3. Student Planner that can go in binder. ***Backpacks are optional.