

Coastal Middle School

Excellence Without Limits



Student Handbook ~~2017~~ – 20189 – 2020



Dear Parents and Students,

Welcome to Coastal Middle School! We are proud to be an authorized International Baccalaureate Middle Years Programme World School and a National Lighthouse School to Watch. It is my pleasure and honor to serve as principal of such an outstanding, academically focused school with dedicated and talented teachers, parents, and students. Coastal Middle School provides a quality education to all students by engaging students in meaningful, challenging and relevant learning activities and experiences.

Students are encouraged to be creative, thoughtful problem solvers as they develop skills needed to be productive members of a global society. We recognize the unique needs of young adolescents and plan instruction to support a variety of learning styles. We believe parents play a very important role in the success of their students. Please read through the CMS Student Handbook very carefully and become familiar with our expectations, guidelines and procedures.

*Sincerely,
Mrs. Allison Schuster Jones*

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THE INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM

The IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Coastal Middle School was formally authorized as an International Baccalaureate Middle Years Programme World School in 2010. The International Baccalaureate (IB) offers high quality programmes of international education to a worldwide community of schools. There are more than 638,000 IB students at 2,365 schools in 128 countries. The IB has three programmes of international education for students aged 3 to 19, working in close cooperation with IB World Schools.

The Primary Years Programme (offered at Marshpoint Elementary) is for pupils aged 3 to 12 and focuses on the development of the whole child in the classroom and in the world outside. **The Middle Years Programme** (offered here at Coastal) is for pupils aged 11 to 16 and provides a framework of academic challenge and life skills, achieved through embracing and transcending traditional school subjects. **The Diploma Programme** (offered at Johnson High School) is for students aged 16 to 19 and is a demanding two-year curriculum leading to final examinations and a qualification that is welcomed by leading universities around the world.

The IB is highly regarded the world over for its **high-quality education**. The curriculum represents the best from many different countries. We encourage **international-mindedness** in IB students. To do this, we believe that students must first develop an understanding of their own cultural and national identity. All IB students learn a second language and the skills to live and work with others internationally—essential for life in the 21st century. Further, we encourage a **positive attitude toward learning** by encouraging students to ask challenging questions, to critically reflect, to develop research skills, and to learn how to learn. We encourage community service because we believe that there is more to learning than academic studies alone.

The IB MYP is a **values-based programme**. The values of the IB flow from its Mission Statement and are focused in the IB Learner Profiles seeking to encourage all students to become: *Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective*.

IB – Eight Subject Areas

- Language A (called English/Language Arts at CMS)
- Language B: a modern language learned at school (Spanish, Chinese, Arabic)
- Humanities: history and geography (Social Studies/Georgia History)
- Sciences
- Mathematics
- Arts: Band, Chorus, Visual Arts, Drama
- Physical Education and Health
- Design - Technology, Family and Consumer Science, Robotics, Research and Business Education

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Global Contexts:

Teaching and learning in the MYP involves understanding concepts in context. All effective learning is contextual. A learning context is a specific setting, event or set of circumstances, designed or chosen, to stimulate learning. Learning that occurs out of context (that has no relationship to the learner, the learner's interests and identity, or the learner's future) is often shallow and short-term in character. In the MYP, learning contexts should be (or should model) authentic world settings, events and circumstances.

The Six Global Contexts are:

- Identities & Relationships
- Orientation in Time and Space
- Personal & Cultural Expression
- Scientific & Technical Innovation
- Globalization & Sustainability
- Fairness & Development

Our Curriculum

At Coastal Middle School each student studies the IB Middle Years Programme which consists of eight academic areas. These are English, Modern Languages, Mathematics, Sciences, Humanities, Arts, ~~Design Technology~~, and Physical Education. The Common Core Georgia Performance Standards (CCGPS) are taught in English and Mathematics. The Georgia Performance Standards (GPS) are taught in Science and Humanities (Social Studies). Our Arts courses include visual arts, theatre arts, band, chorus and piano. Technology course offerings include Design Technology and Family and Consumer Sciences.

There is an emphasis on the interrelatedness of the academic areas so that departments work together during the academic year to complete projects utilizing skills, concepts and content from several subject disciplines. Running through the Programme are three fundamental concepts: intercultural awareness, holistic learning and communication.

Extra-curricular activities take the form of ~~Friday lunchtime~~ and after-school clubs, and include a range of activities. The curriculum is further enhanced by opportunities to engage in service projects which grow out of the students' engagement with the curriculum.

Course Requirements for each grade level:

6th Grade

Language A: English Language Arts 6

This course can be taken as a compacted course in preparation for the possibility of qualifying for 9th grade Comp/Lit. in 8th grade if eligibility criteria are met.

Language B: ~~Spanish Chinese~~ will be assigned ~~for one semester every other day for one semester.~~

Mathematics – Mathematics

Students will have the benefit of having two mathematics classes to complete their 6th grade course. In some cases the course can be taken as a compacted course in preparation for the possibility of qualifying for 9th grade.

Humanities – The focus of the 6th grade is World Geography.

Experimental Science – The focus of the 6th grade is on Earth Science.

~~Health – Students will take health every other day one semester.~~

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7th Grade

Language A: English Language Arts 7

This course can be taken as a compacted course in preparation for the possibility of qualifying for 9th grade Comp/Lit. in 8th grade if eligibility criteria are met.

Language B: Spanish ~~or Spanish I~~ is offered as an academic subject on team. Chinese and American Sign Language are offered during connections.

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Mathematics – Mathematics 7

This course can be taken as a compacted course in preparation for the possibility of qualifying for 9th grade Math in 8th grade if eligibility criteria are met

Humanities – The focus of the 7th grade is World Geography.

Experimental Science – The focus of the 7th grade is on Life Science.

Connections Classes – Physical Education, Technology offerings, Language B, or Arts offerings.

8th Grade

Language A: English – Either English Language Arts 8 or 9th Grade Comp/Lit.

Language B: Spanish or Spanish I, ~~or Spanish II~~ are offered as an academic subject on team. Chinese and American Sign Language are offered during connections.

Mathematics – Mathematics 8, Honors Algebra I (HS credit), or Accelerated Algebra/Geometry (HS credit)

Humanities – The focus of the 8th grade is Georgia History.

Experimental Science – The focus of the 8th grade is on Physical Science or Honors Physical Science (HS credit.)

Connections Classes – Physical Education, Technology, Language B offerings or Arts offerings.

ACADEMIC EXPECTATIONS

As thinkers and inquirers, students are encouraged and expected to meet the highest academic standards. Reading, writing and vocabulary acquisition are important elements in all content areas classes. Students are provided with opportunities to use higher order thinking skills while applying new concepts. Students are also taught to be reflective about their learning process and to be positive risk-takers as they set new and higher goals for their academic success. STEM and IB activities make up a large part of our curriculum.

AMNESTY BOX

Students should not bring any dangerous, illegal, or unnecessary item to school. If a student discovers that they have such an item on his or her person, the student should immediately, upon arriving to school, place it in the amnesty box which is located in the hallway by the cafeteria. Such items should not be shown to other students. Items placed in the box will not be returned.

ASBESTOS NOTICE

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires annual notification of any asbestos-containing building materials (ACM) within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, in order to minimize any hazard, an Asbestos Management Plan has been developed for each school. Each facility has an Asbestos Management Plan available, which identifies the location of ACM in the facility, available for public viewing during regular hours of operation. If you have any questions, please call Maintenance and Operations at 201-5563.

ATTENDANCE

Regular, punctual attendance at school is critical to the academic success of students. SCCPSS Policy JBD-R states that students are expected to be in attendance at school every day. Excused absences include those due to personal illness, death of a family member, observance of a religious holiday, orders of governmental agencies, participation in school sponsored activities, medical necessities, (quarantine) or hazardous conditions. Parents are required to provide the school with a written excuse as soon as the student returns to school in order for the absence(s) to be considered excused. Written excuses must include the student's full name, dates of absence, reason for absence, parent's signature and a contact number for verifying the excuse. If a written excuse is not received, the absence will be considered unexcused. Only five (5) days per school year will be excused with a handwritten note from parents. Absences over five (5) days must have other official documentation such as a doctor's note. Our goal is for students to miss no more than four (4) school days for any reason.

The school will make contact with the homes of students who are absent from school through the use of an automated notification system. Students will be referred to the school social

worker for frequent absences. Students that continue to be truant from school despite efforts made by the school to gain compliance with the attendance policy will result in the student being referred to juvenile court. In order to be promoted a student shall miss no more than 7 days per semester for any reason. See SCCPSS policy JBA-R(1).

BEFORE AND AFTER SCHOOL PROCEDURES

- No student should arrive at Coastal Middle School before 7:10 am unless a detention or tutorial has been pre-arranged with a particular teacher. The school cannot supervise students who arrive before 7:10 am.
- Car riders should be dropped off in the designated car rider line on the east side of the building closest to Marshpoint Elementary between 7:10 – 7:35 am. Car riders may not be dropped off at the front of the building.
- Upon arrival, students should report directly to homeroom or to the cafeteria for breakfast. All areas will be supervised by staff members. Students who wish to eat breakfast at school must arrive on campus and report to the cafeteria no later than 7:30 am.
- All bus riders will be dismissed ~~first at once~~ in the afternoons. Students must know their morning and afternoon bus route numbers. Frequently the students ride a different route in the afternoon than they rode in the morning.
- Parents must wait in the parent pick-up line. Students will not be permitted to cross the line of traffic to meet their parents in the parking lot. Dismissal will begin at 2:40 p.m. Car riders should be picked up no later than 2:55 pm. Please make sure your child is aware of with whom he or she may, or may not, ride. Middle school students are responsible for entering the correct car after school. If you have concerns and would like the staff to be aware of with whom your child may ride with, please send a note to the principal and a system will be arranged to match your child to the correct car.
- Walkers and bike riders are dismissed and are required to leave the campus immediately. Students must use the sidewalk and crosswalks whenever available.
- Students may not ride on a bus to which they are not assigned.
- Unless we have written documentation for a change in transportation, your child will follow his or her usual form of transportation.

BICYCLES AND SKATEBOARDS

Students riding bicycles to and from school must observe the same traffic regulations as persons driving cars. Helmets are required at all times. Students should secure their bicycles to the rack located on the side of the school with a lock. The school is not responsible for damage to or theft of bicycles. Mopeds and scooters are not permitted on school campus for safety

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reasons. Students may not ride skateboards while on the Coastal Middle School campus. Skateboards must be secured at the bicycle rack.

BOOK BAGS

Savannah-Chatham County Public Schools require that all book bags, tote bags, backpacks, athletic bags, and all other similar items, which are used by students, have the contents clearly visible. Athletes that bring sports equipment bags to school must check those in with the coaches upon arrival at school. The book bag requirement is in effect when the student is on any Board of Education property, at any school-sponsored event or activity, riding in any vehicle operated by the Board of Education, or in any school safety zone. Bags may be either see-through clear plastic or mesh. All mesh bags must be wide mesh, so that items inside the bags are clearly visible. Handbags, purses, pocketbooks, and similar items must be no larger than 8 ½ x 11 inches (the size of a sheet of paper), 3-4 inches wide, and must not be large enough to contain a regular sized textbook. These items do not have to be clear or see-through if they meet the size requirement. The principal reserves the right to determine whether any item conforms to the policy. Rolling book bags are permissible.

CAMPUS EXPANSION

Our school campus now includes all 3 Whitemarsh Island schools - Islands High, Coastal Middle, and Marshpoint Elementary - and the adjacent grounds. We often use fields across Whitemarsh [Island](#) Drive by Islands High school. During fire drills and special events, students will cross Dolphin Way and relocate to the lawn of Island's Christian Church. Students may access these school buildings and surrounding grounds on any given day when directed to do so by teachers or administrators. Permissions slips will not be required.

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

A variety of extra-curricular athletics, clubs and activities are available for student participation. Students should listen to the morning announcements each day to receive information about club meetings, tryout dates, etc. This information will also be included on the school website. Students may be dismissed from a club, organization or athletic team for unsatisfactory academic performance, excessive absences from school, failure to depart from campus promptly after a club or activity concludes, or disciplinary concerns.

The school shall implement procedures to notify parent/guardians annually of school-sponsored extracurricular clubs and organizations. This notification will provide the parent with the opportunity to withhold permission for (opt out) a student to join a club. This policy does not apply to competitive interscholastic activity per Georgia law.

Students who attend after school events must be picked up within 5 minutes of the conclusion of an event.

Student Clubs and Organizations:

International Culture Club, Robotics Club, Technology Student Association, Art Club, Drama Club, Jazz Band, Chorus, National Junior Honor Society, Sign Language Club, Community Service Club, Jr. Chef's/FCCLA, Military Club, Dance Club, Game Club, Digital Craft Club, Sports Medicine Club, Service Dog Club, Knitting Club, Photography Club, Etiquette Club, Crafts Club, Garden Club, Recycling Club, Scrapbooking Club, Board Games, Checkers & Chess, Computer Coding, Cross Stitch, Cursive Handwriting, Decorating Displays, Military Club, Quiz Bowl, Doll Club, Golf, Karoke, Running, Fitness Club, Walk and Talk, Strategy Games, Speed and Conditioning, Soccer Club, Science Club, Remote Controls, Pep Club, Newspaper, Music Sharing, Meditative Movements, Lip Sync Battle, Math, Archery, Dog Club, Food Innovations/Snackactivities, Computer Club, Fitness/Nutrition Club, Fitness Through Dance, Aerobics and Movement, Theatre Club, [Frisbee Club](#).

Academic Competitions:

Model United Nations, Odyssey of the Mind, Media Quiz Bowl, Media Festival, Spelling Bee, Geography Bee, Stock Market Game, School Newspaper, Digital Coding, [SCEME](#)

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Sports:

Football, Softball, Cross Country, Tennis, Volleyball, Basketball, Soccer, Baseball, Swimming, Running, Girls on the Run

COMPUTER AND INTERNET USAGE AT SCHOOL

Each student is provided with a unique login and password at the beginning of each school year. It is the student's responsibility to maintain the security of this information and not share it with other students. Any student that is found to be accessing or attempting to access inappropriate and/or obscene material from the Internet will lose his or her internet privileges for the remainder of the school year and be subject to disciplinary action. Students are responsible and accountable for all internet activity that occurs under their login and password. All students and parents sign the "acceptable use policy" upon initial registration into the Savannah Chatham County Public School System. A parent should visit the school office with his or her identification badge to change the status of the child's access. Any off campus Internet usage that has an impact on the safe and orderly operation of Coastal Middle School is subject to disciplinary action (See Discipline Policy JD, Rules 2 and 6).

It is our goal to include parents in every part of the educational program. Several forms of communication are used to keep parents informed about school events and the progress of their child. Email and text messages are our primary methods for sending information to parents. Parents should carefully read the student handbook, check the school and team websites several times each week and review any written communication that is sent home with the students. Teachers also use ALERT letters, "Way to Go" letters, post cards and email to communicate with parents. Coastal Middle School utilizes a phone message delivery system which allows us to call all homes with a pre-recorded message about upcoming events and activities. It is very important for parents to provide the school with current phone numbers and email addresses. Our PTSA operates an informative Facebook page.

Coastal Middle School is committed to communicating using environmentally friendly (paper-free) methods. Our school website is updated each week with announcements, information about upcoming events and activities and a school calendar. Each team also maintains a team webpage where homework and information about activities, events and assignments for students on that team are posted. Students are encouraged and expected to be responsible for writing down their homework and other assignments in their planner books and to only rely on the website as a means of confirmation. All parents should use *Parent Access* through *Power School* to monitor student performance and attendance.

CONFERENCES – PROCEDURES FOR SCHEDULING PARENT-TEACHER/TEAM CONFERENCE

- Contact the counselor's clerk by phone, written note or email (debra.shambayati@sccps.com) to request a conference. Conferences are scheduled during the teachers' planning time on Tuesdays and Thursdays. Special arrangements may be made for before or after school conferences in emergency situations.
- Instructional time is valuable and may not be interrupted. Impromptu conferences during the school day are not permitted. This includes during homeroom time and dismissal time as teachers are required to monitor their classrooms and the hallway.

CREED

As a Coastal Seahawk I will show respect for everyone. I will be open minded. I will accept responsibility for my actions and reflect on my choices.

DISCIPLINE

We believe that all teachers have the right to teach and all students have the right to learn in an open-minded, caring and academically focused environment. We are a PBIS school and explicitly teach students the expectations and then reinforce positive behavior. No one has the right to interrupt our learning environment. Students should be in an educational environment that is safe, orderly, and supportive. As principled IB learners, students are expected to

conduct themselves properly and in accordance with the Student Code of Conduct of the Savannah-Chatham County Public Schools. Parents should expect students to maintain acceptable school behavior. Cooperation and communication with parents are the keys to a successful learning environment. Students will be held personally accountable for their behavior at all times when they are on any property of the Board of Education, attending school-sponsored events or activities, or riding as a passenger in any vehicle operated by the BOE or its representatives. These standards of conduct are mandatory and will apply uniformly to all students. **Disciplinary consequences are assigned progressively, with consequences becoming more severe with each additional disciplinary referral.**

PBIS Rewards

As a PBIS school students will earn electronic “shells” for displaying appropriate behavior and may “redeem” their shells once a marking period, as well as at our school store. We will also reward students once a marking period for demonstrating outstanding behavior by meeting the following criteria:

1. No bus suspensions
2. No ISS or OSS
3. No “Minor Discipline Referral”

The website we use to reward student, www.pbisrewards.com, offers a free Parent App that allows parents to view student point totals, items redeemed with points, and upcoming events for which points can be used. This app will also alert parents if the child receives a minor discipline referral. All parents are therefore expected to download the app in order to remain informed.

A letter with your child’s QR code and website information will be sent home the first month of the school year. Students will have their own app as well.

3. ——— Minor Referrals

Teachers strive to address minor misconduct in the classrooms. If a teacher’s efforts to shape appropriate behavior is not effective, the teacher may issue a minor referral. Students may receive 3 minor referrals each semester for level one (minor) misconduct that is addressed at the classroom level. Expected consequences for minor misconduct is as follows:

1. Reflective lunch
2. Reflective lunch and team conference with the student
3. After School Detention

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Administrative Referrals

Students that are referred to the principal or assistant principal for violations of the Student Code of Conduct will be required to reflect on their behavior. Disciplinary consequences may also be assigned according to the provisions of the Student Code of Conduct. Consequences include, but are not limited to, classroom detention, administrative detention, in-school suspension, out of school suspension, or expulsion.

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Student Responsibilities:

Students will be expected to conduct themselves in the following manner:

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- Exemplify to the highest degree the traits of the IB Learner Profiles (knowledgeable, principled, thinkers, inquirers, caring, open-minded, risk-takers, reflective, balanced, and communicators).
- Be punctual and demonstrate excellent attendance.
- Follow all established procedures for arrival to and dismissal from school.
- Be prepared for school with all necessary materials, completed homework, and written communication (permission slips, notes sent between parents and teachers, etc.).
- Conduct themselves quietly and courteously in the hallways, cafeteria, and all common areas of the building and grounds.
- Follow established classroom rules, procedures, and directions; comply with established consequences for inappropriate behavior.
- Apologize to all parties effected if misconduct occurs and resolve all conflicts in a peaceful manner.

Students will not be permitted to engage in the following activities:

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- Bullying (as defined in the Savannah-Chatham County Student Code of Conduct):
- Using abusive, hurtful, or profane language, gestures, or expressions.
- Touching any student or adult with harmful intent.
- Horse playing (playfully pushing, shoving, thumping, etc.).
- Exhibiting disrespect to any adult or student.
- Disrupting the teaching/learning process.
- Damaging/defacing school property.
- Bringing unnecessary or non-related items to school. For example, fidget spinners are distracting to others and are not allowed.
- Utilizing mobile technology for any reason other than as prescribed by the teacher for academic purposes.

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~~Students that are referred to the principal or assistant principal for violations of the Student Code of Conduct will be required to reflect on their behavior and create a plan of improvement based on the IB Learner Profiles. Disciplinary consequences may also be assigned according to the provisions of the Student Code of Conduct. Consequences~~

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BUS CONDUCT/DISCIPLINE

Riding a school bus is a privilege afforded to all students living more than 1.5 miles from the school who can abide by the rules. The bus driver is in charge of the bus and its passengers. Students riding on school buses are expected to follow and adhere to all rules and policies of the Student Code of Conduct. Violations will result in temporary or permanent denial of bus transportation privileges. It is not our desire to deny bus transportation; however, it is our responsibility to maintain safe and orderly transportation for all students. The school administration will use all available information when investigating an issue and assigning appropriate consequences.

* In the event of changes in the Board of Education Policies and Procedures or the Student Code of Conduct, these revisions will supersede the above procedure. Parents and students will be notified of the changes.

DRESS CODE

The purpose of our dress code is to ensure an atmosphere conducive to learning and safety. Students must be dressed appropriately at all times. **The school administration reserves the right to determine whether any student is dressed inappropriately and to take action to correct the infraction.** Students who arrive at school inappropriately dressed will be offered one of the following options:

- To change clothes and remain at school
- To be isolated for the day
- To return home

The Uniform for Coastal Middle School is as follows:

- Solid khaki or solid navy blue skirts, jumpers, shorts or capri pants made of standard uniform material (cotton and/or twill). Designated blue and gold plaid skirts, shorts and jumpers are also permitted. Corduroy and denim fabric are not considered to be of standard uniform material. Pants must be worn at the natural waist and have no zippers or pockets on the pant legs. Cargo style pants are prohibited.
- Shorts, skirts and dresses must be no shorter than 3 inches above the knee.
- Solid white or navy blue polo-style collared shirts and white or navy blue turtle neck shirts may be worn. ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES. Shirts that are too short to remain tucked in during the normal course of school activities cannot be worn.
- Any undershirts worn under the uniform shirt must be solid white.
- Solid navy, brown or black belts with simple buckles no larger than the student's ID badge should be worn if the student's pants or shorts have belt loops.
- All shoes must have enclosed toes and heels and be fastened/tied properly. Shoes may not include lights.
- Only solid white or solid navy socks are permitted.

- Solid white or navy sweaters, jackets, vests and/or pullover sweatshirts may be worn over the uniform shirts while in the building. Hooded sweatshirts are not permitted.
- All jackets must be worn open while in the building.
- Hats, headdresses, bandanas, and sunglasses are not permitted.
- Extreme hair color or style will not be permitted. Students with such styles may be removed from regular classes and will not be permitted to attend ceremonies, special events, special activities, or field trips.
- Body piercing is not permitted.
- An official school ID must be worn around the neck on a lanyard at all times.

EARLY RELEASE

It is mandatory that students remain at school throughout the school day. Leaving school early is strongly discouraged. If it is necessary for a student to leave school before the end of the instructional day, the parent or guardian must come into the school in person and sign the child out from the front office. Students are not released to anyone directly from a classroom. Students will not be released to anyone who is not specifically authorized on the child's registration form for any reason. If a parent or guardian who registered the child needs to update the list of authorized persons, the parent should meet with the Information Specialist to submit the request in writing. A photo ID will be required by anyone signing a child out from school. In cases where the right to custody is in doubt, the school administration will require evidence that the person requesting the student is entitled to custody. Changes in custody may not take place on school campus.

NOTE: No child under the age of 18 may remove a student from school early without the parent's written permission and a photo ID.

Parents are asked not to sign students out within the last 30 minutes of the school day. This is valuable instructional time. If it is necessary for a student to be dismissed within the last 30 minutes of the school day, written notification should be sent to the teacher that morning, noting the reason and a specific time when the student should report to the office. Doing so will reduce interruptions to class instruction and allow the teacher to prepare work to send home. Special activities occur each Friday afternoon. Students will not be signed out after 1:40 on Friday.

ELIGIBILITY CRITERIA FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS

An extracurricular activity is any school-sponsored program scheduled outside the regular class day. A student must earn his or her eligibility to participate in any extracurricular activity.

Eligibility criteria include the following:

1. A student must be promoted to the next grade level at the end of the previous school year and must be passing all classes.

2. Summer school may be used to gain eligibility status.
3. A student cannot reach their 16th birthday prior to May 1st of the current school year.
4. A student must have a physical examination completed by a physician prior to participation. The physical is good for one calendar year.
5. Students may not have an unsatisfactory conduct grade on their most recent report card, nor may they have been involved in an incident that will result in an unsatisfactory conduct grade on the next report card. The administration has the authority to assign the overall conduct grade.
6. Because of the eligibility criteria, sixth-grade students will not be eligible to participate in many activities until their second semester in middle school.
7. Student conduct and teacher recommendations are taken into consideration.
8. Due to the commitment of time required to participate in a team sport, students are not permitted to participate in two team sports simultaneously.

At Coastal Middle School, we hold our athletes to high standards. Athletes are expected to refrain from any altercation and are to display outstanding character at all times. Receiving an administrative referral for behavior may prohibit a student from eligibility.

*Please note these criteria are subject to change. **

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 requires that schools maintain confidentiality of a student's educational record. Any information that pertains to a student's educational record, including grades, educational placement, and discipline, will only be discussed with the parents/guardians of that student. Parents may obtain copies of their child's permanent record by submitting a written request to the counselor's clerk and showing a picture ID. Please allow 48 hours for your request to be processed. In the case of disciplinary situations, parents are not entitled to know what consequences were assigned to children other than their own.

FIELD TRIPS

Field trips to enhance the instructional program are available to students. No student will participate in a field trip without written permission from the parent or guardian. Original, signed permission slips should be returned by the student on or before the due date which will be a minimum of two days before the trip. ~~Students should not expect to call p~~Parents will not be called to bring or fax field trip forms to school. ~~Students must have an official, valid ID in order to participate in any field trip.~~ Additional time to submit the permission slip cannot be the final day permission slips are accepted. If a student is absent on the last day forms are accepted, the permission slip must be brought to the front office by 8:00 a.m. on the date it is due in order for the student to attend the upcoming trip. Students must have an official, valid ID in order to participate in any field trip.

Any student who receives ISS (In School Suspension) or OSS (Out of School Suspension) will not be allowed to attend special events or off campus field trips for 30 calendar days following the offense. The 30 day time frame will be understood as month/day to month/day (Ex.: 02/07/16-03/07/16). In addition, if a student receives 2 Minor Incident Referrals within the 30 day calendar period prior to a field-trip, he or she will not be allowed to attend. Immediately following the event or field-trip, the student will start anew with a clean slate regarding any of the above listed infractions.

Students that register for a field trip will lose the opportunity to participate in that field trip if they violate the Code of Conduct and receive ISS or OSS or two minor discipline referrals ~~detentions~~ for their misbehavior within 30 days of a trip, which will result in fees being forfeited.

Students must wear a valid school ID in good repair to attend each trip.

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Referral of potentially gifted students enrolled in Savannah-Chatham Public Schools is made by classroom teachers, counselors, administrators, parents, or self.

Two types of referrals may be made:

1. Automatic – (a) The automatic referral process provides all students in grades kindergarten through eight who score at or above the 90th national age or grade percentile on the composite or total mathematics or total reading of the ITBS test to be referred for further evaluation. (b) The automatic referral process provides all kindergarten students who score in the high response range on an annual “Planned Experience” the opportunity to be referred for further evaluation.
2. Reported - A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, or self.

Any public school student referred as potentially gifted, either through the automatic or reported process will be observed by the regular classroom teacher(s) or team. Data is collected in ten areas of giftedness: motivation, interests, communication skills, problem-solving ability, memory, inquiry, insight, reasoning, imagination/ creativity, and humor. Observations of characteristics are documented during a two-week period.

SCCPSS Gifted program specialists confer with classroom teacher(s) or teams at the beginning and end of the two-week observation. Classroom teachers will complete a GIFTED OBSERVATION CHECKLIST referral form that will be used in the decision to test the student.

Teachers will write examples of how the student meets the criteria listed on the reverse side of the GIFTED OBSERVATION CHECKLIST form. Students who are referred for testing should have 5 out of 10 cells filled with information indicating strengths in the specified areas.

In addition to the GIFTED OBSERVATION CHECKLIST form, current assessment data, class work samples, and grades will be collected.

Nomination Committees will be comprised of the lead gifted specialist from each school site; however gifted specialists will not be on a team involving students from their own school site.

Testing

SSCPSS Implementation of State Board of Education Rule 160-4-2-.38

- *Students must be enrolled in the Savannah-Chatham Public Schools to be tested for the SCCPSS Gifted program.*
- *The student must qualify in three of the four categories.*
- *Information will be gathered in each of the four categories.*
- *Any piece of information used to establish eligibility shall be current within two years.*
- *Data gathered and analyzed by a source outside the school system shall be used only in the mental ability or achievement categories.*
- *Any data used in one area to establish a student's eligibility shall not be used in any other category.*

GRADING

As an IB World School it is our goal to empower every student to achieve mastery of standards. Therefore, teachers use a variety of formative and summative tasks throughout the marking period to determine a student's mastery of content area standards. Formative assignments and tasks such as homework, class work and class participation will constitute 40% of the final grade. Summative tasks such as tests and projects will constitute 60% of the final grade. Grading and promotion are based on School Board Policy IHE. This policy states that middle school students must pass, with a 70% average or higher, Language Arts, Mathematics, Science and Social Studies, as well as pass connection courses, in order to be promoted to the next grade. Students are required to meet the Gateway promotion ~~requirements~~targets for SRI, MAP and GMAS assessments. Gateway ~~targets~~requirements are posted on the SCCPSS

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Academic Status Reports are sent home at mid-term to keep parents informed of student progress. Parents are ~~expected~~ encouraged to sign up for online access to their child's grades and attendance information through Parent Access. This program allows parents to review grades and attendance instantly as it is entered, and allows for the parent to set up weekly progress reports sent via email. Report cards will be sent home every nine weeks.

Late-Work Protocol

Parents having concerns or questions about school related matters should first contact their child's teacher by email or by leaving a message in the main office. Teachers will respond to email and/or a phone message within 24 hours of receiving the email/message. If after speaking with the teacher, the concern has not yet been resolved, the parent should schedule a time to meet with the assistant principal. Finally, if the problem still has not been resolved, the parent should put the concerns in writing and schedule a meeting with the principal. By putting concerns in writing, the principal will be able to research the problem prior to meeting with the parent. Due to instructional leadership responsibilities, the principal may not be available for drop in conferences. Please contact the school office to schedule an appointment.

GUIDANCE DEPARTMENT

Coastal Middle School has guidance counselors who strive to provide a comprehensive, developmentally appropriate guidance and counseling program to all students. School counselors are specially trained, certified professionals who must hold a minimum of a Master's degree in School Counseling.

Our counselors help students reach their academic potential by providing the following services: classroom guidance; small/large group counseling; individual counseling once or twice a marking period; parent/teacher consultation and collaboration; and making appropriate referrals. Students, teachers and/or parents may refer a child to the school counselor by completing a counseling referral form or contacting the counselor. The primary goal of school counselors is to help students deal with issues affecting their academic success. Because school counselors are responsible for providing services to all students, on-going individual counseling services are not available. A counselor may refer students who require in-depth counseling to outside agencies.

Our counselors maintain a busy weekly schedule that allows time for classroom guidance, group and individual counseling and scheduled meetings. We realize the importance of parental involvement, and we value your effort to be an active part of your child's education, so we would love to talk with you. You may schedule a conference with your child's counselor by calling 395-3950. Unscheduled visits may result in a lengthy wait.

HALLWAY TRAFFIC

Except for regularly scheduled class changes, student traffic outside classrooms should be absolutely minimal. Students will visit the restrooms on a sufficient and regular basis and should not expect to be dismissed from class individually for that purpose. **Teachers will provide written hall passes/agenda books anytime a student leaves the classroom.** Any

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traffic outside of a classroom, other than for emergencies, will be considered unnecessary and unacceptable.

HONORS AND RECOGNITIONS

We believe in encouraging all students to achieve at high levels and recognize the importance of celebrating success. Quarterly and yearly honors and recognitions are given to students for various accomplishments. Each week we recognize a students from each grade level. At the end of each marking period, we recognize students who earn all A's on their report cards with a special luncheon. Semester and yearly awards are given for each academic subject in addition to IB Learner Profile awards and awards for exceeding standards on state assessments. Reward activities will be available to students who consistently demonstrate outstanding conduct, have no outstanding school work or fees, and who are in proper uniform.

The SCCPSS Student Dress Code requires that students in grades 6-12 maintain and visibly display a current, valid school ID on a lanyard around their neck at all times while on campus, on school buses and at school sponsored events. The school will provide each student with an ID badge at the beginning of the year at no charge. Students may not draw on or otherwise damage or deface their school ID badge. The student's full picture and full name must be visible at all times. Students arriving to school without a current, valid ID badge should immediately report to the media center to purchase a temporary ID sticker for \$1. If a student loses his/her ID badge a replacement should be purchased. The replacement charge is \$5.00 for the ID badge. **Students may not participate in special events or attend field trips without a valid school id. In such cases all fees paid in advanced will be forfeited.**

ILLNESS/INJURY AT SCHOOL

If a student becomes ill or is injured at school, the parent will be contacted by the nurse. The parent will be expected to pick up the child in a timely manner. It is imperative that parents provide the school with current phone numbers (home, work, and emergency numbers). Students are not always sent home if their fever is less than 100.5 degrees. For many illnesses and conditions which are contagious, students will not be permitted to return to school before being seen by a physician.

LATE WORK

It is our school's belief that students should develop excellent work habits and study skills. In order to succeed in college and in careers, individuals must be proficient in meeting deadlines and expectations. It is our responsibility as educators and parents to foster this habit in our students throughout their school years.

It is evident that students perform better in class and on assessments when work is completed as assigned. Students who fall behind in submitting work also fall behind in mastering the related concepts. Students who turn in assignments as requested more often demonstrate mastery of content and deeper understanding of the material.

- Students may submit up to **1 late assignments per class each quarter, provided the late work has the parent's signature** and request for the work to be considered.
- To be considered, late work must be submitted with parent signature **within 3 days** of the grade being posted.
- Not more than **70% credit** will be given for the late assignment.
- This does not apply to work students miss when absent. Students have 5 days upon return to school from an excused absence to submit work for full credit.

LOST AND FOUND

The student should mark their belongings with their full name so that coats, hats, book bags, etc. can be returned to them if lost. Found items are placed in the cafeteria. Unclaimed items will be donated to Goodwill at the end of each marking period.

A student who has been absent may make up class work missed, provided the student makes arrangements with his/her teachers within five (5) days upon his/her return to school. ***It is the student's responsibility to make these arrangements.*** All make-up work must be submitted within five days of returning to school. Make-up work does not include assignments missed due to reasons other than absences. Parents are required to submit a written excuse for the absence as soon as the student returns to school.

MANDATED CHILD ABUSE REPORTERS

All school employees who have reasonable cause to believe that a student under the age of eighteen has been physically injured other than by accidental means; neglected, or exploited by their parent, caretaker, or another person; or sexually assaulted, is required by law to immediately report such information. Having reasonable cause does not necessarily mean the employee suspects abuse. It may simply mean that a sign is present that requires reporting, even if the employee believes abuse is not likely.

MEDIA CENTER

The media center and all its materials are made available to all students. A current, valid school ID is required to check out materials. Students are expected to return all materials by the due date and in the same condition. Fines may be imposed in the event that borrowed

materials are damaged or lost. Students may be excluded from participation in special events/activities if they have outstanding fines in the media center.

MEDICATIONS

Please refer to SCCPSS BOE policy JGCD-R for information concerning student medications administered at school.

To obtain optimum educational growth in the least restrictive environment, some students need, during the school day, doctor-prescribed medications for the treatment of chronic disabilities and illnesses. For our students' safety and pursuant to Savannah-Chatham Board of Public Education policy JGCD-R, the parent or legal guardian must follow these steps before the nurse or designee can administer medication to a student:

- The medication or over-the-counter product must be brought to the school in the pharmaceutical prescription bottle, or store bottle if over the counter, and presented to the nurse by the parent or legal guardian.
- The parent or legal guardian must complete and sign the approved medical form authorizing the nurse or designee to administer the medication.
- Medications must be dropped off by the parent or guardian between 7:15 am – 2:45pm.
- Medications may not be dropped off in the front office.
- Physicians may also send directions for students to receive over the counter medications at school. All such medications must be presented to the nurse by the parent or guardian.
- Medications not picked-up from the nurse by the parent by 2:45 p.m. on the last day of the school year will be destroyed.
- Students who are in possession of prescription or over the counter medications will be subject to suspension or expulsion from school.
- Sunscreen and bug spray are considered over-the-counter products and must be signed in by a parent/guardian with the nurse if they are to be used at school.

NCLB – Parents Right To Know

In compliance with the requirements of the No Child Left Behind statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status

- through which Georgia qualifications or certification criteria have been waived;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications;
 - The college major and any graduate certification or degree held by the teacher.

PARENT TEACHER STUDENT ASSOCIATION

The PTSA is a vital part of our school community. We encourage all parents and guardians to become active members of our PTSA. This is a great way to support the children, our teachers, and the school as a whole.

PERSONAL ELECTRONIC/COMMUNICATION DEVICES

We strongly encourage parents not to send students to school with cell phones.

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission and goals established by the Board of Public Education. All personal electronic devices on board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG. Students may be permitted at specific times to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices. Principals can alter, change, or deny the use of personal electronic devices at any time. Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. The district shall not assume responsibility or liability for the theft, loss, or damage to personal devices, nor does it assume responsibility for the unauthorized use of any device.

Students must keep all cell phones ~~powered off in the off position~~ and store those devices in their book bags, purses or pockets unless their teacher has authorized use of personal devices for instructional purposes. **Students may not use their device to communicate** with parents or anyone else while on campus or on school transportation. Such communication must occur from a school phone. Students that are found to be using their cell phones or other electronic communication devices during the school day for non-instructional, unauthorized purposes are subject to having their cell phone/device confiscated. Students with multiple cell phone/device issues will lose the opportunity to bring these devices to school for the remainder of the school year **and will be subject to additional disciplinary action.**

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SCHOOL NUTRITION PROGRAM

A nutritious breakfast and lunch are available in the school cafeteria, and students are encouraged to take advantage of these programs. Students may bring a nutritious lunch from home for consumption in the cafeteria. Parents are discouraged from bringing in fast-food meals for their children.

We recognize the importance of remaining hydrated during the school day. Students are permitted to bring clear, see-thru water bottles with pure water to consume during the school day. Students are not permitted to bring/consume energy drinks, flavored water, coffee or carbonated beverages.

SEVERE WEATHER PROCEDURES

In the event of severe weather or other emergency situations, the Savannah-Chatham County Public School System may find it necessary to dismiss school early. Students will depart by their standard dismissal method. Please discuss your family's plan for such occasions regularly so that your child is prepared to arrive home safely on such days. If your child is a bus rider, he or she will ride the bus home and needs to clearly understand where to go and what to do once departed from the bus. It is critical that the Information Specialist has the best contact number properly entered into the computer system so that the parent receives the automated phone notification. Parents are encouraged to verify this number with the Information Specialist throughout the school year.

SPIRIT DAYS/NON-UNIFORM DAYS

Throughout the year the principal may designate days as school spirit days/out of uniform days for students. Clothing may not be tight, revealing, or appear torn. Tops must have sleeves and fully cover the midriff area. Bottoms may be no more than 3 inches above the knee. Specific criteria will be provided for students to follow regarding acceptable dress for these days. Students must pay all fines, display a valid school ID badge, and consistently demonstrate appropriate behavior in order to participate. On most non uniform days there is a charge of \$1.00 to participate with the money collected going to a specific charity, school group or club.

TARDINESS

A student entering the building after 7:40 a.m. is considered tardy and must be signed in by the parent or guardian to be admitted to class. Students that walk to school will sign in and their parents will be notified. Students who walk to school and arrive after 7:40 will be dismissed with the last group of the day at 3:05 p.m. Persistent tardiness will be referred to the school social worker and consequences will be issued. The student's overall conduct grade may be impacted.

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TELEPHONE USE

Students are permitted to use the school phone **only for emergencies**, and parents should only expect to leave telephone messages for students in **emergency** situations. Such messages must be left with the school secretary and will likely be delivered through an administrator or counselor. Plans for the day, or changes in plans, should be made at home before your child leaves each day. Unless we have written documentation for a change in transportation, your child will follow his or her usual form of transportation. Phone calls will not be put through to the classroom during instructional time.

Students are permitted to use their personal communication devices, such as cell phones, for planned instructional purposes only. Such devices may not be used on campus or on school transportation to send or receive calls, messages, or any other form of communication.

Textbooks, technology, and other reusable materials and equipment are issued free of charge; however, it is the responsibility of each student to use textbooks and equipment carefully. Abuse, damage, or loss of equipment, books, and/or other materials assigned to or used by students will result in fines to repair or replace the item. Students are expected to pay fines. Students should report any damage when they sign for their textbook, ~~book~~ at the beginning of the year, or when they are granted access to a piece of equipment to utilize during instruction. According to board policy, textbook and equipment fines must be paid before another book or piece of equipment is issued, or before books are issued the following year. Textbooks serve as a resource but are not the primary means of instructional delivery and are not used in each class.

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UNSTRUCTURED BREAK TIME

Schedules for middle grade students will include a ten minute, unstructured break. The teacher will supervise the break and may withhold it for discipline, safety, or academic reasons.

VISITORS TO SCHOOL

All visitors must report to the office immediately upon arrival at school. All visitors must sign in and receive a visitor's sticker that is to be visibly displayed while in the building. Parents who need to confer with a teacher should contact the counselor's clerk to schedule an appointment so that the instructional day is not interrupted. Parents are welcomed to schedule a time to visit and observe any class provided that their visit does not cause a disruption to the learning environment.

IB MYP : COMMUNITY AND SERVICE

When I did _____ activity I felt _____
because _____

The most memorable activity community and service activity that I did this year was _____ because

Next year, I would like to try _____

The parents/guardians and student acknowledge they have received the Coastal Middle School Handbook and understand it is their responsibility to read and adhere to all guidelines referenced in the book as well as within the SCCPSS Parent and Student Handbook for Success.

Parent's Signature

Date

Parent's Signature

Date

Student's Signature

Date