

**Indian Creek Middle School**  
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### **Mission**

The mission of Indian Creek Middle School is to work together to provide a safe, motivating environment that meets the needs of all learners.

### **Vision**

The Indian Creek Middle School will continue to create a supportive environment that inspires and encourages students to become self-motivated, life-long learners who recognize their personal responsibility to society.

## **Message from the Administration**

*Dear Students & Parents,*

*On behalf of the faculty and staff of Indian Creek Middle School, the administrative team would like to welcome you to the 2011-2012 school year. We are proud to present this edition of the student agenda. Please look over the agenda carefully, and notice the many features that we hope will support your student's organizational practices. In addition, you will notice that there is a daily section designed to enhance home-school communication, and we hope that you will use this feature as a means of communicating with your child's teacher.*

*The agenda also provides you a yearly calendar, which outlines significant dates and explains the mission, vision, and curriculum, all of which guide our actions during the school year. The agenda has a section dedicated for passes, which enables us to account for student movement during the day. The agenda explains the Board of Education policies, rules, and regulations governing student conduct, as well as the grading, promotion, and retention policies.*

*While the agenda serves primarily as a homework organizer, we hope that it will also teach the students' skills, such as organization, time management, and responsibility. Each student is expected to possess his/her agenda each day, and we hope that you will review its contents with your student on a daily basis. The information provided in the agenda is designed to answer your questions about our school and the general policies related to the school system. If the information you need is not provided, please do not hesitate to call the school office. We are proud of this agenda, and hope that the benefits from its use will be great.*

*Lastly, we extend an invitation to you to become involved in our school and ask that you read our mission and vision statements on the first page of this book to learn of our commitment to the students of Indian Creek Middle School. In addition, notice that we firmly believe in the cooperative effort of teachers, parents, and community in leading our students. Plan now to become involved; be assured that we are open to your suggestions and comments. Have a great year!*

*Indian Creek Middle School's Administrative Team*



## Administration & Staff

*Dr. Renee A. Mallard, Principal*

*Mr. James Meneguzzo & Dr. Darrell Stephens, Assistant Principals*

*Kathy Lee and Suzanne Mask, Counselors*

*Neva Ghormley, Bookkeeper*

*Joanne VanLeuven, Enrollment Specialist*

*Stephanie Stonek, Front Office Receptionist*

*Kim Bullard, Attendance Specialist*

*Lori McGovern, Media Specialist*

*Cindy Maughon, Cafeteria Manager*

**My name:** \_\_\_\_\_

**My homeroom teacher:** \_\_\_\_\_

**My Literature/Language Arts teacher:** \_\_\_\_\_

**My Math teacher:** \_\_\_\_\_

**My Science teacher:** \_\_\_\_\_

**My Social Studies teacher:** \_\_\_\_\_

Period	Time	Subject	Teacher's Name	Room #
Enrichment				
2nd				
3rd				
4th				
5th				
6th				
7th				

## INDIAN CREEK MIDDLE SCHOOL COMPACT

**STUDENT AGREEMENT – I believe that I can be successful. I will:**

- Show respect for myself, my school, and other people
- Believe that I can and will learn
- Obey school rules
- Always do my best in my work and in my behavior

**PARENT /GUARDIAN AGREEMENT – I believe that my child can be successful. I will:**

- See that my child is punctual and attends school regularly and on time
- Communicate with my child’s teacher on a regular basis
- Support the school in developing positive behaviors
- Provide a home environment that encourages my child to learn
- Attend parent/teacher conferences

**PROMOTION / RETENTION / PLACEMENT**

Students whose yearly grade average in at least six out of seven classes is 70% or higher will be promoted to the next grade. Students whose yearly grade average in two or more classes is below 70% will be retained, unless he/she reaches standards for promotion. **Every effort should be made to pass each class during the school year.** Parents will be notified of the school's concerns regarding a student's promotion status and asked to attend meetings and give input before final promotion, retention, and placement decisions are made. **All students in 8<sup>th</sup> grade must pass (Level 2) the READING AND MATH portions of the CRCT to be considered for promotion to the 9<sup>th</sup> grade.**

**ACCELERATED READER**

Please note that AR will be mentioned in the English class syllabus, and may be worth 10% of the grade. Students will need to read the required number of words according to their individual reading range and goal set by their teacher. The goal and state standard for all students is to read a minimum of a million words. Students will take the STAR test three times per year. The ten percent is comprised of AR Tests, points earned according to their reading range requirement, their reading log, and at the teacher’s discretion, a book report. The grades and goals for these activities are important and not to be taken lightly.

**ATHLETICS**

Students who participate in any school sponsored athletic program must ride the bus to and from athletic events. Only in rare cases will a student be permitted to ride home with parents or other individuals. In the event this is necessary, prior written permission must be obtained from the administration. Practices conducted inside the building are closed to spectators.

**ATTENDANCE AND TARDIES**

Please carefully read the attendance section in the Newton County School System portion of this agenda. It is extremely important that your child attend school in order

to succeed academically. Tardiness result in missed class time. After the third absence, the parent will receive a call, after the fifth absence a letter, and the seventh absence will result in a referral to the social worker. The NCSS Social Worker will contact parents and/or submit a truancy complaint to juvenile court.

**Any student who is absent from school may not attend or participate in any after school activities, events, and/or programs.**

#### **BAND AND CHORUS**

Any student wishing to enter or withdraw from either band or chorus may do so only at the following times: at the beginning of the school year or at the end of the semester. All drop/add proposals must be submitted to the band/chorus teacher one week prior to the end of the semester and approved.

#### **CAR RIDERS**

Students who are dropped off in the morning should not be dropped off prior to 8:15 am and are not permitted to be dropped off in the parking lot; they should be dropped off in front of the school. When picking up students in the afternoon, the procedure is as follows:

Parents should form two lines when entering the parking lot. The line closest to the school is for car riders **whose last names** begin with the **letters A-N**. Those students will be picked up in front of the school. Parents will exit at the top of the parking lot, through the exit closest to the stop light at the intersection of Hwy 36 and the Bypass.

The outside line (closest to the bypass) is for car riders **whose last names** begin with **letters O-Z**. Those students will be picked up in the grassy area located next to the lower exit (closest to the transportation department).

**NOTE:** Extra members of the school staff will assist with car rider procedures until such time that a smooth transition can be established.

**Car riders should be picked up no later than 4:40 p.m.**

#### **CHECK-IN, CHECK-OUT PROCEDURE**

When a student checks in or out of school, he/she must first report to the front office. During the school day, a student will be released from school only to a parent, legal guardian or other authorized person. **Such persons should be properly identified with a picture I.D.** The parent or authorized person who will pick up the student must come inside the school and sign the checkout record.

**Students may not be checked out after 3:45 P.M.**

**Students may not be checked out after 12:30 on Early Release Days.**

#### **CLUBS - SCHOOL SPONSORED**

Our school has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school, which are organized, and meet based on common goals, objectives, and activities. The school-sponsored clubs that are or have been in operation at our school are listed below, and pertinent club information is provided. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience, a form is included in this student handbook for your completion for this purpose. If, in the future, a club is added,

you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club.

**Name of Club:** ACADEMIC BOWL CLUB    Sponsor: Susan Bohannon  
**Purpose:** To provide students the opportunity to compete against students in other schools in an academic arena.  
**Description of Past/Planned Activities:** Weekly practices and monthly competitions

**Name of Club:** CAMPUS LIFE    Sponsors: Betsy Proffitt, Stacy Cleary, J. Meneguzzo  
**Purpose:** To help students find purpose and meaning in life through a faithful, spiritual relationship.  
**Description of Past/Planned Activities:** Meeting/devotional each Friday morning from 8:05-8:30. Guest speakers include spiritual leaders from community churches.

**Name of Club:** DANCE/ENTERTAINMENT CLUB    Sponsor: Michael Smith-Foot  
**Purpose:** To involve students in school sponsored and fund raising dances and activities  
**Description of Past/Planned Activities:** Compiling lists of songs, edit songs, help repair equipment, set up and breakdown for dances, preview the dance tracks to make sure they are appropriate, and make dance posters.

**Name of Club:** JUNIOR BETA CLUB    Sponsors: Vicki Meeler, Priscilla Waters, Beth Littlejohn  
**Purpose:** To promote the ideas of character, service, and leadership among students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school.  
**Description of Past/Planned Activities:** Trick-or-Treat for UNICEF; March of Dimes fundraiser, clothing drive, canned food drive, Red Cross fundraiser, collect school supplies for DFCS, collect items for homeless shelters, and collect pet food for animal shelters. Members will suggest and vote on service projects.

**Name of Club:** SOCCER CLUB    Sponsor: Neil Badertscher  
**Purpose:** To introduce basic and advanced soccer skills; To promote good sportsmanship; To enhance fun competition  
**Description of Past/Planned Activities:** In the past basic skills were taught and competition was at a low level. The plan is to teach advanced skills, explain positions, and play them. We will participate in scrimmage games.

**Name of Club:** TRAINS AND MODEL RAILROADING    Sponsor: Lee Autry  
**Purpose:** To study the history of both railroads and model railroading; to discuss model railroading strategies and techniques.  
**Description of Past/Planned Activities:** Will review videos on the club topics, show students examples of model railroading techniques, demonstrate to students how trains and model railroads have evolved over history.

**Name of Club:** TRAVEL CLUB    Sponsor: Erik Love  
**Purpose:** To give students hands-on experiences learning about geography and cultures.  
**Description of Past/Planned Activities:** Will meet after school, plan field trips during off-school hours, study foreign languages, cultural experiences, and enjoy field trips.

**Name of Club:** YEARBOOK STAFF Sponsor: Beth Moore

Purpose: To provide an entertaining yearbook that promotes all school activities and showcases as many individual students as possible.

Description of Past/Planned Activities: Students develop the theme, take pictures, choose layouts, write captions, and edit the yearbook. In addition, they write the receipts and distribute the yearbooks to their classmates.

**Name of Club:** THE COUTURE CLUB Sponsors: Lynn Blanks and Charnese Phillips

Purpose: To introduce students to color, style, measuring, marking, designing, and complete sewing machine operation.

Description of Past/Planned Activities: Students will master the development and creation of garments and master the use of the sewing machine. Students will also visit fabric stores and perform community service.

**Name of Club:** ELITE LADIES CLUB Sponsors: Janice Butts, Alethea Chapman, Cassandra Crawford, Melissa Rookard, Allyson Richardson, Tiffany Barnes, Valerie Hardge

Purpose: To provide developmental, social, and cultural education that encourages teenage girls to become confident and productive citizens.

Description of Past/Planned Activities: Monthly club meetings, speakers, fundraisers, end of year celebration.

**Name of Club:** YPALS (Young People Acquiring Life Skills for Success) Sponsors: Vita Reed, Lynne Blanks

Purpose: To help young males recognize, develop, and utilize their gifts and talents while exemplifying positive leadership characteristics.

Description of Past/Planned Activities: Students will focus on attributes such as honesty, respect, motivation, manners, ambition, intelligence, and integrity through seminars, conferences, community outreach, mentoring, and school-wide activities.

**Name of Club:** HELEN RUFFIN READING BOWL TEAM Sponsor: Lori McGovern

Purpose: Read the Georgia Children's Book Award nominees for the current year so as to compete in the Helen Ruffin Reading Bowl tournaments.

Description of Past/Planned Activities: Team meets weekly during the season (September through March) to discuss books and practice for the tournaments. The Newton County Tournament is the last weekend in January. If the team advances, future tournaments are February through March.

**Name of Club:** KALEIDOSCOPE LITERARY MAGAZINE Sponsors: L. McGovern, T. Raines

Purpose: To promote the literary and artistic talents of Indian Creek students.

Description of Past/Planned Activities: Students submit originally written pieces for publication in the magazine. Various contests throughout the year allow students to create additional pieces for prizes, both written and drawn. The magazine accepts submissions from August to April.

**Name of Club:** CROCHET CLUB Sponsor: Jamie Smith

**Purpose:** To provide middle school students a stepping stone to participate in FBLS at the high school. .

**Description of Past/Planned Activities:** To make lap throws then donate to cancer patients at local hospitals.

**Name of Club:** FUTURE BUSINESS LEADERS OF AMERICA(FBLA) Sponsor: Beth Moore

**Purpose:** To provide middle school students a stepping-stone to participate in FBLA at the high school. The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

**Description of Past/Planned Activities:** Students will participate in a variety of activities that will promote competent leadership skills while strengthening their confidence in themselves and their work. Students can participate in competitions in Business Concepts, Business Computations, Business Enterprises, Career Exploration, Community Service Projects, Desktop Publishing, Employability Skills, Keyboarding, Proofreading and Editing, Public Speaking, Spreadsheet and Web Design. Many of the projects are completed at the school and submitted to the Regional level for the competitions.

**Name of Club:** FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA) Sponsor: Charnese Phillips

**Purpose:** To provide opportunities for leadership development useful for success in the workplace and in the home.

**Description of Past/Planned Activities:** Students will have the opportunity to participate in a chapter of FCCLA which builds leaders for healthy families, successful careers, and strong communities. It is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

**Name of Club:** PANTHERS AGAINST BULLYING

**Sponsors:** Ms. Angulo, Ms. Butts, Ms. Gravitt, Ms. Hardge, Ms. Lee, Ms. Sheets

**Purpose:** To promote a bully-free environment by empowering students to take a stand through knowledge and positive steps

**Description of Past/Planned Activities:** Regular meetings and participation in a school-wide anti-bullying campaign consisting of various activities that promote prevention and awareness

### **COUNSELING DEPARTMENT**

The Counseling Department at Indian Creek provides a large number of services, which include classroom guidance, group, and individual counseling. Counselors are ready to assist students in any way that will make their school experience more rewarding. Counselors are available to consult with parents regarding special concerns they may have about their child. Teachers are also encouraged to use the services of counselors regarding the special needs of their students.

### **COURSE SYLLABUS**

At the beginning of the year, teachers and/or teams will distribute a course syllabus to their students. Students are asked to take the syllabus home and review it with their parents. Since the syllabus will include an outline of the course content, grading procedures, expectations for behavior, and other pertinent information it is important that students and parents read all syllabi carefully. Teachers reserve the right to make changes in the syllabus as appropriate.

### **DANCES**

Dances are conducted regularly throughout the school year. Dances begin immediately after school and end at 6:00 p.m. Students are not permitted to leave campus and return to attend a dance. Only students who attend Indian Creek Middle School are permitted to attend dances. Pre-purchased tickets are nonrefundable. Only students without written discipline referrals between dance periods will be eligible to attend dances. Failure to follow school rules will cause loss of dance privileges. All students should be picked up in front of the school. Failure to pick up your child by 6:30 may result in them being denied the privilege to attend the next dance.

### **DRESS CODE**

**Students are required to follow the dress code outlined in the system handbook. Clothing must be the appropriate length. Pants are to be worn at the waist. Students will be asked to tuck in their shirts if they cannot keep their pants at their waist.**

### **E-MAIL**

Teachers may also be contacted via e-mail. Please see your student's information packet for e-mail addresses. Important information can also be found on the school's website: [www.newtoncountyschools.org/indian](http://www.newtoncountyschools.org/indian)

### **EMERGENCY DRILLS**

Fire drills are to be held regularly throughout the year. The signal will be one continuous sound on the horn until the building is cleared. All students will move in a quiet and orderly fashion with their teachers to a designated area and remain there until the clearance signal has been given by the office. All driveway areas must be kept clear during fire drills. Tornado and "Lock Down" drills will also be held occasionally.

### **ENRICHMENT CLASSES**

Indian Creek Middle School offers a variety of Enrichment classes during the first period of the day. Students who exceed the targets in Reading, Language Arts, and Math on the CRCT are placed in classes they have chosen based on a course description list. In order to remain in off-team Enrichment classes, students must maintain a semester average of 80% or higher in all classes and fulfill Accelerated Reader requirements. Enrichment classes are designed to provide opportunities for growth and demonstration, necessary remediation, and intervention strategies. Grades earned in Enrichment classes count towards the requirements to remain in academic good standing.

### **FALSIFYING REPORTS**

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel are prohibited (08 House Bill 1321). An investigation will be

held with the penalty at the discretion of the administrator, which may include ISS, suspension, or suspension to a formal hearing.

### **GRADING**

Middle School is governed by the Newton County promotion policy. If a student fails two or more classes, he/she will be considered for retention. It is the responsibility of each student and their parent to be aware of his/her academic standing and confer with the teacher before difficulties arise. **It is important to note that Connections and Physical Education courses count toward promotion requirements.** When work is missed because of excused absences, it is the student's responsibility to make it up. **The student will have an equal amount of time as the number of absences to complete missed assignments.**

The grading scale is as follows:

90 - 100 A  
80 - 89 B  
75 - 79 C  
70 - 74 D  
Below 70 F (no credit)

### **HALLWAYS**

A student must have a signed agenda or hall pass from a teacher in order to move in the hall during the day. Students should move quietly in the building; running in the building is not allowed.

### **HEAD LICE**

Students who have head lice (pediculosis) are to be sent home from school. Students diagnosed with head lice can return to school after the lice treatment has been administered. **Before re-entering school, it will be necessary for the nurse to determine** that the student is free of ALL infestation and any remnants, including dead nits.

If the student's head is still suspect, he/she will not be allowed to re-enter school. However, if your child has not been cleared to re-enter on or before the third (3<sup>rd</sup>) school day from the date he/she was sent home, the matter will be referred to the School Social Work Department. Referrals will be made to the School Social Work Department for repeated cases of head lice.

### **HEALTH RECORDS**

Georgia law requires that every student enrolled in a Georgia public school have a current Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. Students entering middle school must have completed their 2<sup>nd</sup> MMR immunization and the chicken pox immunization. Students entering the 6<sup>th</sup> grade from a Newton County school will not be placed on a homeroom roster until documentation of the 2<sup>nd</sup> MMR and Varicella has been received.

Transfer students have 30 days to furnish the school with the appropriate Certificate of Immunization, although the school prefers this information at the time of registration. Vaccinations and vaccination records may be obtained from the Newton County Health Department or from a private physician. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources.

The responsible official for the school or facility may grant a waiver for up to 90 calendar days if the student is a transfer student who moves from an out-of-state school system to a Georgia school system or is a student entering kindergarten or first grade from out-of-state. However, documentation must be on file from the health department or a physician stating that an immunization sequence has been started and can be completed within the 90-day waiver period. The waiver may not be extended, and the child shall not be permitted to attend any school or facility unless the child submits a completed Certificate of Immunization. In addition, those students entering Georgia public schools for the first time must provide an eye, ear, and dental certificate at the time of registration.

### **HEALTH SERVICES**

The Newton County School nurse may make contact with parents regarding any health issues. The nurse will not take responsibility for evaluating signs of illness or injury that have occurred at home; these should be referred to your family doctor or an emergency room.

### ***CLINIC SERVICES FOR ILLNESS AND ACCIDENTS***

Parents will be contacted immediately, should a situation warrant, if their child becomes ill or has an accident at school. In serious situations when a parent cannot be contacted, the principal or principal's designee will request the assistance of local emergency medical personnel. Services will be provided if a medical release has been signed. Judgment in such cases is at the discretion of school authorities, and parents assume financial responsibility.

Please keep your current telephone number, the name of a contact person for emergencies and his/her current number on file in the office. Please be sure to return to the teacher the emergency authorization form at the beginning of the year. Also, make sure that your student has the phone numbers of all authorized contacts written in his/her agenda. Updating information housed in the front office will expedite the process of contacting someone when necessary.

### ***COMMUNICABLE DISEASE***

Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these for advice on readmission to school.

Lice (pediculosis)	Meningitis	Chicken Pox (Varicella)
Poliomyelitis	Scarlet Fever	Pink Eye (Conjunctivitis)
Strep Throat	Hepatitis	Ringworm
Mononucleosis	Scabies	Worms or Parasites
Measles (Rubella)	German Measles	Impetigo/Staph Infection
T.B. (Tuberculosis)	Mumps	
Whooping cough (Pertussis)		

### **HOSPITAL/HOMEBOUND STUDENTS**

A student who has a medically diagnosed, non-communicable condition, which restricts him or her to home or a hospital for five or more school days, may be eligible for

hospital/homebound instruction. Please contact the school's counseling department for further information regarding this program.

#### **INJURIES**

Injuries should be reported promptly to the office. Attempts to reach the student's parents will be made to notify them of the injury. Parents are responsible for medical bills when students are injured at school.

#### **INSURANCE**

Accident insurance may be purchased on an optional basis. The insurance covers the student en route to and from school and while attending school. Some form of insurance is required for each student to participate in athletics. The homeroom teacher will provide information about insurance.

#### **JACKETS AND COATS**

Bulky jackets and coats/outerwear garments are prohibited from being worn in the school building. These items are unnecessary since the building is climate controlled. Furthermore, this provides additional measures for assuring school safety. Students may wear these items to school but must secure them until the end of the day. **Students are not permitted to wear hoods during the day.**

#### **LOCKERS/BACKPACKS**

When possible, students are provided locker space in their homeroom classes for storing books and belongings. In some circumstances, it is necessary for two students to share a locker. Every effort is made, in those cases, to assign "locker buddies" who are friendly with one another and who do not mind sharing. Due to limited classroom space, **students are not permitted to carry backpacks from class to class during the school day.** This is also a preventative measure in regards to student safety. Small (draw string or similar) gym bags are permitted for carrying gym clothes to and from the gym. At all other times, these bags must be stored in the students' lockers.

#### **LOST AND FOUND**

The lost and found is located in the gym lobby. The lost and found is available to students before and after school. Any clothing not claimed after one month will be removed from the school.

#### **LUNCHROOM PROCEDURES**

Breakfast and lunch are expected to be pleasant times for everyone. All students are expected to conduct themselves properly, practice good table manners, and take no food from the cafeteria. **Due to lunchroom regulations, non-standard meals, such as fast food sandwiches, (i.e., Burger King, McDonald's, etc.) are not permitted in the building.** Should you wish to send a drink to school, the drink must be in an **unopened container.** Drinks contained in thermoses, travel mugs, plastic ware or any other previously opened container are not permitted. Soft drinks and water are permitted if the drinks are UNOPENED and only OPENED in the cafeteria during the scheduled lunch time. *Do not send beverages larger than the standard 20 ounce size.* It is not permissible to bring fast food cups with straws into the building. Eating/drinking is NOT permitted in the classroom unless related to a special project or activity and teacher/administrator approved. *Please be mindful of the warning labels on energy drinks: "Not recommended for children, pregnant women or people sensitive to caffeine".* **Please do not send these drinks to school with your children and understand that these drinks may be confiscated.** Gum is prohibited. See additional information in the School System portion of the agenda.

### MEDIA CENTER

The media center is available as a resource to our students. Students are responsible for all materials checked out to them and must pay for replacement of all lost or damaged items. In addition, \$0.05 per day is charged for overdue materials. All media center fines must be cleared before report cards are issued. Students must present their Indian Creek ID card in order to check out materials from the media center. Replacement cost for an ID card is \$5.00.

### MEDICATION

Newton County Board of Education policy does NOT permit middle school students to be in possession of medication of any kind. Medication will be maintained by school personnel ONLY in special long-term situations. Parents will be required to administer any short-term medications. Parents are requested to contact the nurse/front office concerning special medical situations. If parents provide aspirin and/or Tylenol and complete required paper work the nurse will dispense those medications.

- Medications must be in the original labeled container (no baggies, foil, etc.)
- Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or clinic personnel.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed.
- All medication will be taken directly to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued.

### MESSAGES AND GIFTS

The school cannot be a message service to your child unless there is a true emergency. We will not accept messages if specific security questions are not answered properly. We do not accept messages after 3 :45 p.m. We will announce the names of students who have messages at the end of the day only. All rooms including the gym have loudspeakers. **Please do not deliver flowers, balloons, or other items to school. We will not interrupt instruction to call your child to the phone unless there is an emergency.**

### INTERIM PROGRESS REPORTS

Approximately four and a half weeks into each nine-week marking period an INTERIM PROGRESS REPORT will be issued. Parents should sign and return a copy of the report to the next school day.

### PARENT CONFERENCES

Parents are encouraged to schedule conferences with their student's teachers during the team's planning time. Parents should arrange conferences ahead of time and avoid classroom interruptions. There are four scheduled early release days for conferences. Please check your child's agenda daily. Check in at the front office to receive a VISITOR'S BADGE. Parents can request a conference throughout the school year.

### PARTICIPATION REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

**Students must be present in order to participate in any extra-curricular activities that day.** Students suspended from school will not participate in any school-sponsored activity during the suspension. Suspension does not end until the student physically returns to school. Students can not participate in any extra-curricular activities while in in-school suspension (ISS). (Refer to county policy.) Students can fail only one class

the previous semester prior to participation. The administration of Indian Creek Middle School may withhold a student's participation from any activity based on the student's placement on academic or behavioral probation. **Students who are not picked up promptly from after school events will not be permitted to attend future events.**

#### **PARTNERS IN EDUCATION**

We appreciate all that our partners have helped us to do in a joint effort to be a community of learners. We thank our partners for their continued support.

**Johnny's Pizza  
Liberty Mutual  
Waffle House  
Little Caesar's Pizza**

#### **PEER MEDIATION**

Mediation is an approach to resolve conflicts. Students who have a disagreement are offered the chance to sit face to face and talk uninterrupted so each side of the dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed. Trained peer mediators are neutral third and fourth persons who lead the mediation process. They help the disputants communicate and come to a solution. Mediators keep all information confidential. Peer mediators are the peacemakers at Indian Creek. They have been trained to listen objectively and respect all points of view. Students may request peer mediation through the Counseling Department.

#### **PROGRESS REPORTS**

In order to communicate the progress of students to parents, weekly progress reports are available. Weekly progress reports for students are available upon written or telephone request from a parent/guardian. A student can pick up a progress report from his/her assigned counselor. Parents are asked to sign the progress report and return it to a counselor by the following Tuesday. Progress reports are to be returned to the assigned counselor before another progress report can be given to the student.

#### **REPORT CARDS**

Students are expected to take their report cards home. Parents are asked to sign and return the report card to school the next day. Once the homeroom teacher receives the signed copy of the report card, the original report card will be given to the student for his/her record. If you would like the final report card mailed, please have your student bring a self-addressed, stamped envelope to his/her homeroom teacher. Final report cards will be sent home with students on the last day of school unless there is a "HOLD" on a student's report card. Parents may pick up report cards on the third business day following the students' last day of school at which time "HOLDS" can be cleared.

#### **SCHOOL HOURS**

School begins at 9:00 a.m. and ends at 4:15 p.m. Supervision will be provided from 8:15 a.m. until 4:40 p.m. This is forty-five minutes before and twenty-five minutes after school. Parents, please make the necessary arrangements to adhere to this schedule. ***Students should not be dropped off prior to 8:15 a.m. by car or bus and must be picked up by 4:40 p.m.***

8:15 – Students arrive (Early duty for some staff)

8:30 – Teachers arrive

9:00 – School begins

4:15 – End of school

4:40 – Students must be picked up

### **SEX EDUCATION**

The Science/Health curriculum follows the objectives of the Georgia Quality Core Curriculum and local objective approved by the Board of Education. **Parents who do not wish to have their child participate in class while these objectives are being covered should notify the teacher in writing at the beginning of the school year.**

### **TELEPHONE USAGE**

The school does not provide pay phones for student use. Students who need to use the telephone due to illness or an emergency will be allowed to have office personnel make calls for them in the front office. It is up to the classroom teacher to determine when a real emergency exists. If your child has a special health problem or other situation that causes you to be concerned about communication, please notify all of your child's teachers in writing. All special arrangements, including alternative transportation arrangements, should be communicated to students before they arrive at school except in emergency situations. Cell phones are not to be used on field trips. **Cell phone usage during the school day is not permitted (text messaging, picture taking is strictly prohibited).** Students may carry cell phones, but the phone can not be visible and must remain in the OFF position from the time he/she arrives on campus until 4:15 p.m. Students are not permitted to use cell phones while waiting in the car rider line, nor are they permitted to use cell phones while riding the school bus.

### **TEXTBOOKS**

Textbooks are the property of the State of Georgia and the local school system. They are issued to each student and are the student's responsibility. The student has the responsibility to take care of these books at all times. If a book is lost or damaged (beyond the usual wear), **restitution must be made to the school. Lost texts will not be replaced until payment has been received. Students are responsible to complete work as normal.**

### **TRANSPORTATION**

Students who attend Indian Creek Middle School are provided transportation via school buses. Any student who wishes to ride a different bus to or from school must have a permission note from home that has been approved by an administrator. Students should bring their permission notes to the front office in the morning and pick them up after the note has been approved by an administrator. All students transported to or from school by parent/guardian should be dropped off or picked up at the front of the school only.

**Students who choose to walk to or from school must have their parents sign a waiver allowing them to walk. It has been our experience that riding the bus is a safer option than walking. If you choose for your student to walk, please be aware that he/she will not be dismissed until second bus load is called. Please encourage your student to ride the bus.**

### **VIDEO SURVEILLANCE CAMERAS**

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with

their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for student, staff and building visitors, and to reduce vandalism and theft, many areas of the middle school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary, to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

#### **VISITORS**

##### **Safety is one of our primary concerns; therefore, we have specific visitor procedures that are designed to protect all students and staff members.**

All visitors upon entering the building **MUST** first come to the front office to sign the Guest Register and obtain a visitor pass. Students are not allowed to bring visitors to school. **Parents wishing to visit a class must have prior written permission.** Parents or **legal guardians** are the only individuals who may visit a classroom. Former students must sign and may visit ICMS teachers **before and/or after school.**

#### **PROMOTION POLICY**

In accordance with State Board of Education Policy the Newton County Board of Education enacted Policy IHE-Promotion-Retention effective for the 2003-2004 school year. The policy states that the promotion, placement, or retention of a student will be based on standards and criteria outlined in the policy and the regulations designed for its implementation. Statewide standards, criteria, and appeal process specific to grade three were implemented beginning with the 2003-2004 school year. For grade five, the statewide standards, criteria and appeal process were implemented beginning in the 2004-2005 school year. For grade eight, the statewide standards, criteria and appeal process will be implemented beginning in the 2005-2006 school year. Each eighth grade student must meet or exceed the minimum score on the **C**riterion **R**eferenced **C**ompetency **T**est (CRCT) in Reading and Mathematics in order to be promoted to the ninth grade. The school principal or designee will notify parents/guardians of the specifics of the policy and its regulations for individual student promotion, placement, or retention.

**NEWTON COUNTY TITLE I HOME/SCHOOL COMPACT**  
**Indian Creek Middle School**

**STUDENT AGREEMENT SECTION**

**STUDENT AGREEMENT – I believe that I can be successful. I will:**

- Show respect for myself, my school, and other people
- Believe that I can and will learn
- Obey school rules
- Always do my best in my work and in my behavior
- Work cooperatively with my classmates, teachers, and other school staff

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT SECTION**

**PARENT GUARDIAN AGREEMENT – I believe that my child can be successful.**

**I will:**

- See that my child is punctual and attends school regularly and on time
- communicate with my child’s teacher on a regular basis
- Support the school in developing positive behaviors
- Provide a home environment that encourages my child to learn
- Be aware of what my child is learning

**PARENT SIGNATURE:** \_\_\_\_\_

**COMMENTS:**

**TEACHER AGREEMENT SECTION**

**TEACHER AGREEMENT – I believe that each child can be successful. I will:**

- Believe that each child can learn
- Show respect for each student and his/her family
- Enforce school and classroom rules fairly
- Demonstrate professional behavior and a positive attitude
- Come to class prepared to teach
- Seek ways to involve parent(s) in the school program

**TEACHER SIGNATURE:**           *Facinda Miller*          

**COMMENTS:**

**ADMINISTRATIVE TEAM AGREEMENT SECTION**

**ADMINISTRATIVE TEAM AGREEMENT – We believe our school will continue to be successful. We will:**

- Provide an environment that allows for positive communication between the teacher, parent, and student
- Support the teachers in providing high quality instruction
- Provide a safe and orderly environment conducive to learning
- Encourage students, their families, and staff to keep this compact

**ADMINISTRATIVE SIGNATURE:**           *Dr. Renee A. Mallard*          

**COMMENTS:**