

Welcome to John Hanson Middle School!

At John Hanson Middle School **every** student has the right to...

- ✓ a non-threatening environment.
- ✓ mutual respect and dignity.
- ✓ hear only appropriate language.
- ✓ personal body safety.
- ✓ a clean school.
- ✓ to learn without disruption from others.

At John Hanson Middle School **every** student has right to expect...

- ✓ the best possible educational opportunities.
- ✓ a staff that is sensitive and responsive to their individual needs.
- ✓ fair and just treatment from both students and staff.

At John Hanson Middle School **every** student is obligated to...

- ✓ put forth their best effort in their work and activities.
- ✓ respect themselves, other students, staff, and school property.
- ✓ behave in a manner that is a credit to themselves, their peers, the school, the community, and their family.

To ensure that **every** student at John Hanson Middle School is able to gain the maximum benefit from their middle school experience, the following pages describe the rules, policies, and expectations of the school. Parents and/or guardians are encouraged to discuss with their student(s) the importance of these rules, policies, and expectations.

Please note, that the rules, policies, and expectations described in this book are aligned with and are a supplement to the *Charles County Public Schools Student Code of Conduct*. The administration, reserves the right to amend these rules, policies and expectations as appropriate throughout the school year.

Our Motto...

John Hanson Middle School: “A Rewarding Experience”

AGENDA BOOKS

Every student will be issued and required to carry a student agenda book. There is a \$5.00 replacement cost if lost or damaged. The agenda book is a vital communication tool for the student, the parent/guardian and the school. The agenda book also serves as the official John Hanson Middle School hall pass for all students. Without an agenda book students may not be permitted to leave a classroom. Students are expected to record all homework assignments in their agenda books. Parents are encouraged to check the agenda book daily.

ALCOHOLIC BEVERAGES and OTHER DRUGS

Alcoholic beverages, narcotics, over-the-counter medications, and medications prescribed by a doctor (see “Prescribed Medications”) are NOT allowed anywhere on school property at any time. Possession, distribution, or use of these substances is a violation of the law and may result in expulsion from school, arrest, or both. If you believe that anyone is in possession on school property, you should immediately report it to an adult.

ATTENDANCE/LATE ARRIVAL and EARLY DISMISSAL

Regular school attendance has a direct connection to outstanding school achievement.

Students are expected to come to school every day unless there is a *legal* reason for absence. Examples of legal reasons for absences are: *illness, family death, special emergencies, court appearances and observance of special religious holidays*. Other acceptable reasons may be established by law and/or the principal. Vacations are NOT considered excused absences.

If you are absent, you **MUST**, upon return to school bring a note signed by your parent/guardian to your home base teacher. **Emails are NOT acceptable.** The note must include: your full name, date(s) of absence, reason for absence and parent/guardian signature. The note must be brought in within three (3) days of your return or the absences will be coded as unexcused. **Teachers are not required to provide or accept make-up work for unexcused absences.**

If a student begins to display irregular attendance, the school will follow the *Charles County Public Schools Attendance Policy* –

- 5 days - Discussion with student about attendance
- 10 days - Letter home to parent/guardian
- 15 days - Referral to the pupil personnel worker (PPW)
- 20 days - Possible suspension to the Superintendent for review

Late arrivals to school are a disruption to the student’s learning as well as a disruption to the classroom. Late arrivals should rarely occur. If it is necessary to arrive late, **a parent/guardian is required to report to the main office in order to sign the student into school.** Late arrivals will be coded unexcused should a parent/guardian fail to sign in the student.

If you must leave the school during the school day, your parent/guardian or authorized adult **MUST** check you out in the main office. Early dismissal students are to remain in class until a parent arrives. **Adults checking students out must present photo identification and be listed on the students' emergency card.**

If students arrive before 10:00 a.m. they are marked as tardy, but are considered present for the entire day. If a student leaves school after 1:30 p.m. they are given credit for a full day of attendance.

CELL PHONES and OTHER PORTABLE ELECTRONIC DEVICES

Per Charles County Public Schools cell phone rule:

Except as provided in this rule, students may NOT possess or use cell phones, pagers, beepers, two-way radios, or any other portable electronic communication devices on school property, on school buses or school chartered vehicles, or at any school-sponsored activity before, during or after the school day.

Elementary and middle school students may not possess or use cell phones on school property except under the following conditions:

- A student may possess and use a cell phone, pager, beeper, two-way radio, or other portable electronic communication device if that student's parent or guardian receives approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.
- A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and only when that event is open to the general public.

It is the intent of the Superintendent to ensure cell phone possession does not disrupt the learning environment, after-school activities, or the safe transportation of students. Therefore, students found to be in violation of this rule are subject to the following disciplinary action:

- **Upon the 1st offense for middle and high school students**
 - The student shall be warned;
 - The student's parent/guardian shall be notified; and
 - The cell phone or other portable electronic communication device shall be confiscated and returned to the parent/guardian, upon request, after a successful conference with the appropriate school administrator.
- **Upon the 2nd offense for middle and high school students**
 - The student shall be suspended out-of-school for three (3) days;
 - The student's parent/guardian shall be notified; and
 - The cell phone or other portable electronic communication device shall be confiscated and returned to the parent/guardian, upon request,

after a successful re-admittance conference with the appropriate school administrator.

• **Upon the 3rd offense for middle and high school students**

- The student shall be suspended to the superintendent;
- The student's parent or guardian shall be notified;
- The cell phone or other portable electronic communication device shall be confiscated and returned to the parent/guardian, upon request, after a successful conference with the superintendent's hearing officer; and
- The superintendent's hearing officer may remove the privilege of possession and use of cell phones or other portable electronic communication devices.

Radios, CD players, tape recorders, Ipods, headphones, cameras, battery-operated game, or other similar items should not be brought to school without prior permission from the principal or vice principal. If these items are brought to school they will be confiscated. Pending the completion of a successful parent conference, the device will be returned to the parent/guardian.

The Charles County public school system is not responsible for the loss, theft, damage, or destruction of any cell phone, pager, beeper, two-way radio, or other portable communication device, whether allowed or prohibited by this policy. The administration will not investigate the loss, theft, damage, or destruction of such items.

BOOK BAGS/TOTE BAGS/PURSES

Book bags and similar large bags are to be kept in student lockers during school hours. At the discretion of an administrator a bag or purse may be no larger than 8.5 x 11 inches (the approximate size of the agenda book). Students carrying book bags, tote bags, or purses larger than the noted size will be told to return the bag to their locker. Upon repeated offenses, the bag will be confiscated and the parent/guardian will be contacted.

BUSES

Riding the bus is a privilege that can and will be denied in cases of repeated misbehavior. To insure the safety of all, students are expected to talk softly, keep your arms and head inside the bus window, remain seated while the bus is in motion and obey the driver at all times. Throwing objects on, at, or from the bus is not permitted. Students are not to eat or drink on the bus. Glass containers and bottles are prohibited. Transporting animals is prohibited.

Students are NOT to change their assigned bus or bus stop. Except in cases of emergency parents should not request permission for students to ride a bus other than the assigned one, for such an arrangement often results in overcrowding and/or disruption of the normal seating order. The administration reserves the right to deny permission to ride a different bus. Students will not be granted permission to ride a

different bus for the purpose of visiting a friend, attending a party, or to work on homework. Such purposes are the responsibility of the parents/guardians.

In the event of an emergency, a written request signed by the parent/guardian to ride a different bus may be accepted. *All such requests must be submitted to the main office and approved by an administrator no later than 10:00 a.m.* Phone requests will not be accepted. If permission is granted, the student will receive a special pass signed by an administrator that must be presented to the bus driver. **Bus drivers will not accept a note from a parent to ride a different bus.** Only special passes approved by an administrator will be accepted by the bus driver.

Adults should refrain from approaching a driver and/or boarding any *Charles County Public School* bus. Adults may not board a bus for any reason. Problems or concerns with either a bus or driver must be addressed through the school administration. Contact the school to make arrangements to discuss bus concerns.

Students should be at their assigned bus stop no later than 10-minutes prior to the published pick-up time. Bused will be dismissed promptly at 3:12 p.m. To ensure that buses are able to remain on schedule, buses will not be held for late students. Once buses begin departing the parking lot, students will not be permitted to board their bus and will be required to be picked up by a parent/guardian. Repeated tardies to the bus may result in disciplinary action including suspension from the bus.

Please refer to the *Charles County Board of Education School Bus Riding – Pupil Responsibilities*". These county policies will be enforced for the safety of all. Failure to follow the rules may result in suspension of bus privileges for a period of time or complete removal from the bus. When a student is suspended from the bus they are suspended from all Charles County school buses. Parents/guardians will be required to transport the student to and from school. Lack of transportation is not an excused absence from school. We appreciate your assistance in this matter in an effort to provide safe transportation for everyone.

CAFETERIA/EATING AREA

Bring your own lunch from home or take advantage of Hanson's cafeteria selection. Students may purchase a full lunch. Students may purchase snacks from the machines or the lunch line in addition to the school lunch. Free and reduced meals (not snacks) are available to those who qualify. Forms are sent home on the first day of school. Questions should be addressed to Food Service at the Board of Education.

Our school-wide goal is to keep all shared eating areas neat, clean and orderly. Students are to take their place in line, advance in an orderly manner, and be well mannered while eating. All cafeteria items must be paid for when lunch is received. Continued infractions of cafeteria procedure may result in lunch detention and removal from the cafeteria. There is no eating outside of the cafeteria. Eating is allowed in the cafeteria and designated areas only. If litter becomes a problem in the eating areas disciplinary action will be taken.

CARE OF SCHOOL PROPERTY

It is important that students get to enjoy a school facility which is clean and well kept. Defacing of school property will be dealt with immediately. The school belongs to all of us and not to any individual. Keep desks, tables, lockers, floors, walls, cabinets and fixtures clear and free of paper and litter. Do not write, scratch or mark on furniture, walls, doors, or floors. Help keep our school clean, neat and attractive. Students will be held financially responsible for any damage they may bring about.

COUNSELING

During your stay at John Hanson Middle School you may need someone with whom to discuss a personal matter or a school problem. If you have concerns about achievement, friendships, personal situations or anything that prevents you from doing your best, a school counselor can help you. Make an appointment before school or during lunch. Students must have a pass from a classroom teacher before reporting to the counselor.

COURTESY

Respect and obey all members of our staff (administrators, teachers, counselors, building service staff, secretaries, cafeteria staff, bus drivers, instructional assistants, and substitutes). All are here to help you. Use good manners, respectful tones, and proper language at all times. Disrespect of any adult will result in disciplinary action. Directions given by any staff member are expected to be immediately obeyed.

DRESS CODE

Students are expected to dress for school in a manner that is clean, appropriate and not distracting to the instructional program of the school. We take great pride in the appearance of students at John Hanson Middle School and believe that students' dress should show respect for themselves and the school.

Students who violate school rules concerning proper dress will be asked to change their clothing immediately or sit in the office until proper clothing can be brought from home. Repeated violations may result in disciplinary action at the discretion of the administration.

The Charles County Public School dress code is as follows:

1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
2. Skirts are permitted as long as the skirt reaches the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above the fingertips.
3. Sleeveless shirts are permitted as long as at least two-fingers' width of fabric covers both shoulders and the chest area and undergarments are not exposed.
4. Spaghetti straps are not permitted with exception of formal wear.

5. Midriff area (front and back) must not be visible at any time, even while seated.
6. Undergarments must not be visible at any time.
7. Cleavage must not be visible at any time.
8. Pants must be secured no lower than mid hip and must not cover the front of the shoes while walking.
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.
10. Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods. (Exceptions may be granted for religious and medical reasons with proper verification.)
11. Sunglasses are not permitted except during outdoor activities.
12. Sleepwear and sleepwear-type clothing are not permitted. (Exceptions are granted for certain activities, such as overnight field trips.)
13. Jewelry that poses a safety hazard to the student or other students is not permitted.
14. Sports uniforms that are worn during the school day must conform to the dress code.
15. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
16. Recreational and noninstructional swimsuit attire must not be disruptive or distracting. Female swimsuits must be one piece and fully cover the chest and buttocks. Male swimsuits must be mid thigh. All swimsuits must remain nontransparent when wet. Swimsuits may not be worn uncovered outside the pool area
17. Formal attire must not be disruptive or distracting. Spaghetti straps and sleeveless or strapless formal dresses are acceptable as long as adequate coverage is maintained during activity. Slits in skirts or dresses may not rise more than a hand's width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless gowns may be permitted at the end-of-year prom, but are inappropriate for all other events including school dances, choral performances and in situations where a student or group of students officially represent the school system.
18. The dress code is in effect at all school-sponsored events on and off campus.

The following rules apply to John Hanson Middle School students and are in addition to the Charles County Public Schools dress code:

1. Gym clothes may only be worn when engaged in physical education activities or when approved by an administrator for other purposes.
2. Boys' sleeveless shirts that expose the underarm area are prohibited.
3. Buttons, arm bands, jewelry and other symbolic expressions that contain material which is obscene or which advocate racial or religious prejudice or violence will not be permitted in school.
4. Cutoffs are prohibited and are defined as jeans, sweats, or any garment that has been cut or modified to be worn as shorts. Biker shorts or shorts made of spandex-like material or shorts made of material that fit like spandex are prohibited. The wearing of boxer shorts of any type or style is not permitted.
5. Hairstyles and make-up preferences change from year to year. We are flexible, within reason, regarding the way one wears his/her hair and make-up at Hanson. However, if the administration determines that one's hair or make-up is disruptive to the educational process, the student will have to take corrective measures.
6. Large, bulky coats and jackets are prohibited from being worn in school. Thin light jackets are acceptable, provided they are worn properly. Sweaters, jackets, and shirts are not to be tied around the waist.
7. Cut, ripped, frayed, thrashed, or clothing with holes is not permitted. Exceptions are NOT made for the use of under clothing such as leggings and/or shorts beneath the altered clothing.

8. Students should be able to stand, sit, bend, and go up and down stairs and remain within dress code regulations. Belts must be securely tightened, pants and shorts pulled up to and remain secured at the waist.
9. Chains of any type are not allowed.
10. Gang-style clothing is prohibited.

Note: Administrators have the flexibility to exercise their judgment, with the authority of the deputy superintendent of schools or his designee, to determine if a student's attire is considered disruptive or distracting.

EMERGENCY CARDS

It is extremely important to keep your emergency card accurate and up-to-date. If any information on the card changes during the course of the school year (phone number, address, etc.) please see the school secretaries to update your card. Please be aware that we can only release students to people who are officially on the emergency card.

FIGHTING

There is no place for fighting at John Hanson Middle School. We subscribe to the philosophy that it takes two (2) people to fight. In most cases, even if someone hits you first, if you strike back and get into a fight, both parties will be held responsible and subject to possible suspension from school (3 days – first offense/5-days – 2nd offense/Superintendent – 3rd offense).

John Hanson Middle School has a “zero tolerance” policy on violence. If you are being threatened, harassed, or physically bothered by another person, see the principal, vice principal, school counselor, or nearest teacher immediately. Do not wait for a crisis to develop. Every student has the right to come to school without fear of being physically threatened or harassed. This right will be safeguarded and protected.

FIRE DRILL REGULATIONS – EMERGENCY PROCEDURES

We are required by law to have a designated number of fire drills during the year. The alarm is a loud buzzing sound. At the direction of the teacher, students are to form a single line, and walk quickly and quietly through the assigned exit to the designated outside area. Students are to remain in single file, and face the building until instructed to return. Walk, do not talk. If other emergencies occur, listen to the teacher's directions. You are expected to exhibit excellent behavior during any fire drill. Failure to do so will be dealt with directly.

FOOD and DRINK

Consumption of food, beverages and candy is not permitted outside of the cafeteria at anytime. Chewing gum is not permitted. Unless authorized by the principal, buying or selling of candy, food, or any other items by students is not allowed.

HALLWAY EXPECTATIONS

Agenda book passes must be signed by your teacher before leaving any of your classes or home base. Do not leave class or home base without a signed agenda book or pass from a teacher except during the regular changes of class. Normally, students will not be excused from class to go to the bathroom except in the case of emergency, and a written pass is still required. Students will not be issued passes for any reason during the first 10-minutes and last 10-minutes of class time.

Walking is required of all traffic inside the building as well as to and from the buses. Pass quickly and quietly to classes, keeping to the right of traffic areas. You are allowed five (5) minutes to pass between class. There is to be no loitering or socializing in the hallways between classes. Students are expected to move directly to and from classes and the lunchroom.

There is a hallway behavior management plan in place for all students to handle misbehavior in the hallways.

HOMEBASE

Students will be allowed to enter the building no earlier than 8:15 a.m. Students are expected to report directly to breakfast or lockers and immediately to home base. Students must secure a pass from their home base teacher to attend to personal business such as bathroom, purchases at the school store, to see another teacher, to visit the library, etc. All students must be in home base at 8:25 a.m. and seated when the bell rings. When announcements begin, students are to be silent and are expected to stand for the pledge. Students arriving after home base must report to the main office and be signed in by a parent/guardian.

HONOR ROLL & National Junior Honor Society

We are extremely proud of our students whose hard work results in making the honor roll. There are four honor roll categories.

Principal's Honor	4.0
High Honors	3.99 - 3.5
Honor Roll	3.0 - 3.49
Honorable Mention	3.0 with C or D

Eligible 7th and 8th grade students will be invited to join the *National Junior Honor Society*. To be eligible for membership students must meet the following requirements:

7th grade inductees:

- ✓ Must maintain at least a 3.2 GPA every quarter of both the 6th and 7th grade years.
- ✓ Must maintain at least a cumulative 3.4 GPA for both the 6th and 7th grade years.
- ✓ Must receive at least an average score of 12 on the teacher recommendation form.

8th grade inductees:

- ✓ Must maintain at least a 3.2 GPA for a minimum of 8 out of 10 quarters from 6th to 8th grade.
- ✓ Must maintain at least a cumulative 3.4 GPA for 6th through 8th grade.
- ✓ Must receive at least an average score of 12 on the teacher recommendation form.

IN-SCHOOL RETENTION

In-school retention or ISR is a student discipline procedure that is run by the administration. The ISR program serves as a viable alternative in many cases to suspension. Students will be given school work and will be monitored by the ISR coordinator. The expectation is that work will be graded. Students may remain in ISR until the work is complete.

INTERNET USE

Use of the Internet is a privilege and will be taken away if it is abused. All students must fill out the "Internet Contract" before being allowed to use this resource in school. No student is allowed to use the Internet without the permission and supervision of a staff member.

LOCKERS

A student locker is assigned for students to store outer garments, book bags and school materials. Purses, money, or other valuables should not be kept in the lockers. The lockers are the property of John Hanson Middle School and NOT the students' private property. Lockers may be opened and searched by school authorities at any time. This statement is "prior notice" of locker searches. Any unauthorized items found in lockers may be removed. Do not share your locker or the combination with anyone else. You may only use your locker before school, after 2nd block and at dismissal.

MAKE-UP WORK

Any student who has presented a legal written excuse for being absent may make up work missed during the absence. The responsibility for making up work rests entirely with the pupil. Arrangements for making up work needs to be initiated by the pupil.

Make-up work should be done within one or two days of returning to school, although it may take longer to make up work missed over a longer period of time. Plans for this should be made with the teacher.

Any student absent for an extended absence of at least three days may obtain make-up work through the grade-level administrative assistant. Teachers will give the assignments within a twenty-four hour period, and then the assignments should be completed by the time the student returns to school. Parents should request assignments far enough in advance of the student's return to school to allow the student sufficient time to complete the requested assignments.

Pupils, who miss classes because they are participating in school functions such as band, student council activities, athletic contests, field trips, etc., are entitled to make up work missed. No student, however, is to miss the class more than once in a two week period because of participation in extra-curricular activities. Exceptions can only be made by the classroom teacher or school administration.

When possible, if a student is absent from class due to in-school retention (ISR), the student will complete work while in ISR. Otherwise, if a student is absent from class due to in-school retention (ISR) or suspension, the student is allowed to make-up the work without penalty. The student, however, must take the initiative to obtain the missed work.

Although vacations are considered unexcused absences, arrangements may be made prior to the absence to obtain work at the discretion of administration. Teachers are not obligated to provide work prior to the absence.

MEDIA CENTER

The media center is intended for use by all of our students and faculty. Normally, students may use the media center at any time during the day provided a proper written pass has been issued by a teacher. Books must be checked out before being removed from the media center and should be returned when due. Bills for lost and damaged books must be cleared prior to the end of the school year. Students may be prevented from attending extra-curricular school activities if students have outstanding debts.

MONEY AND PERSONAL ITEMS

Students are cautioned not to bring large sums of money to school unless it is to pay a bill. Transact all school-related business early in the day and try to have correct change for all money transactions. Money, watches, pocketbooks and other valuables should not be left unattended. Do not leave valuables in the class areas or in unlocked lockers. Students should not bring non-school related items to school. The school is not responsible for lost or stolen items. The school is not responsible for investigating lost or stolen non-school related items.

MORNING ANNOUNCEMENTS

Every morning during home base, important announcements will be made for the benefit of the student body. It is important that students listen quietly and courteously while the announcements are being given.

PERSONAL BODY SAFETY

Everyone in the building has the unquestionable right to personal body safety. This means your body belongs to you and no one else has the right to touch you or speak to you in a way that makes you uncomfortable. If you feel as if someone has violated your right to personal body safety with an inappropriate touch or comment, you should tell someone in authority in the school, such as a teacher, counselor, or administrator immediately. Moreover, public displays of affection are prohibited on the school grounds. This includes touching, kissing, hugging, holding hands, and other actions. Such behavior is not appropriate public behavior in school and can give people the wrong impression of you. Offenders will be subject to appropriate disciplinary action.

PRESCRIBED MEDICATIONS

Students who are required to take medication during school hours must have a "Request for Medication" form properly completed and on file in the office. The medication must be in the original bottle/package and must be kept and dispensed in the nurse's office. Sever disciplinary action may be taken if this policy or procedure is not adhered to (see *ALCOHOLIC BEVERAGES AND OTHER DRUGS*).

REPORT CARDS

Report cards are mailed four (4) times during the year. Interim reports will be issued in home base between each grading period. Parents/guardians should sign and return the bottom portion of the interim report to the home base teacher the next day. Any student failing two (2) or more subjects for the year will be considered non-promoted.

SCHOOL ACTIVITIES AND CLUBS

John Hanson Middle School is proud to offer a host of extracurricular activities for all students. The best education is enhanced with experiences beyond the classroom. It is hoped that all students will participate in at least one activity. Refer to the school web-site for a current listing of clubs.

At the discretion of administration, students may be prevented from participating in school activities for poor academic performance and/or behavior infractions.

SCHOOL HOURS

John Hanson Middle School is officially open for students from 8:30 a.m. to 3:05 p.m. Students are encouraged not to arrive before 8:15 a.m. Students who arrive before 8:15 a.m. must wait outside the main entrance. Everyone must enter through the main entrance and be in home base by 8:25 a.m. Any student remaining after school must have a signed permission slip from the parent or guardian and must be supervised at all times by a staff member. No student may remain after school without parental permission and school approval.

Parents/guardians are responsible for providing transportation for all after-school activities. Parents/guardians are expected to be prompt. Failure to do so may result in the right to participate in after-school activities being revoked.

SCHOOL STORE

Paper, pencils, and other school needs will be on sale in the school store immediately before school each day from 8:15 a.m. to 8:24 a.m. Students must have a pass from their home base teacher to visit the school store.

SMOKING

Smoking is not permitted on school grounds, in the building or on the buses. Cigarettes, matches, and other smoking paraphernalia are not to be brought to

school. John Hanson Middle School is a smoke-free zone and violators will be subject to the Charles County Public Schools tobacco policy.

TARDIES

Students should be in class, seated, and ready to work when the bell rings. Students who are repeatedly tardy to class and/or lunch will be subject to the tardy policy:

- 1st tardy = Warning
- 2nd tardy = Call Home
- 3rd tardy = In-school Retention (ISR)
- 4th tardy = After School Detention
- 5th tardy = Suspension

TELEPHONES

School telephones are for use by students only in cases of emergencies and only with the consent of an administrator or office staff. Normally, emergency calls should be made for medical reasons and only in the nurse's office. Office and classroom phones should not be used to call home for reasons such as forgotten lunches or homework. Arrangements for after-school activities should be made prior to the school day. Unauthorized use of school phones may result in disciplinary action.

TEXTBOOKS

All textbooks are to be cared for properly. Books should have covers at all times. A student may be charged for a damaged or lost book. Nothing should be written in or on the textbooks except the student's name in the proper place. If a textbook is lost, a new book will not be issued until the lost book has been paid for. Payment should be made to the office and the receipt of payment shown to the teacher, at which time the teacher will issue the student a new book. Student records will NOT be released and 8th grade promotion activities are withheld until all financial obligations have been satisfied.

THROWING OBJECTS

The throwing, kicking, hurling, tossing, or projecting of any object or substance on school property is prohibited unless it is directly related to class activities. This includes snow and snowballs. If someone hits you with an object, resist the temptation to throw it back. Inform an adult so that the matter may be addressed. Throwing of any object will result in disciplinary action.

VISITORS

Visitors must enter the building through the main lobby and report directly to the office. Visitors with official school business must obtain a visitor's badge by signing in at the main office. Visitors will be directed by front office personnel. Visitor's badges must be visible at all times. Staff has been instructed to direct all visitors not displaying an official badge to the main office.

Classroom visitations must be scheduled through school counselors and must adhere to the Superintendent's Visitation Policy (See *CCPS Student Code of Conduct*).

WALKERS/CAR RIDERS

All John Hanson Middle School students are expected to ride the school bus to and from school. Only students zoned as walkers may walk to school. No other student may walk or ride a bike to school at any time. Permission will NOT be granted for students to walk even with parental permission.

Students being transported by personal vehicles must be registered with the front office as "car riders" and must be dropped off at areas designated by school personnel. Vehicles are prohibited from entering the bus parking lot from 8:00 a.m. to 8:35 a.m. and 2:35 p.m. to 3:25 p.m. Students being transported by personal vehicles must be signed out daily by a parent/guardian with photo identification.

Students picked up prior to 2:55 p.m. must be signed out in the main office. Students picked up between 2:55 p.m. and 3:15 p.m. must be signed out in the Academy lobby. All students must be picked up by 3:15 p.m. including students suspended from the bus. Failure to do so may result in disciplinary action.

WEAPONS

Knives, weapons, or other items used as weapons, and any explosive or burning devices are not permitted on school property or buses at any time. Possession, or use of such items by students, may be a violation of the law and could result in expulsion, arrest, or both.