

**Moore Middle School  
Mission Statement**

*Moore Middle will provide a learning environment where students strive to:*

**Lead by Learning  
Embrace Diversity  
Achieve Excellence  
Develop Citizenship**

**Moore Middle School  
Vision Statement**

Moore Middle School will become a world-class school where students acquire the knowledge and skills to become academically independent thinkers, life-long learners, and leaders in the local and global community.

**Gwinnett County Public Schools  
Mission Statement**

The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

**Gwinnett County Public Schools  
Vision Statement**

Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful in college and career.

**Strategic Goals**

Gwinnett County Public Schools will...

- Ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) Curriculum.
- Ensure a safe, secure, and orderly environment for all.
- Optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Recruit, employ, develop, and retain a work force that achieves the mission and goals of the organization.
- Meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Apply continuous quality improvement strategies and principles as the way the organization does business.

## **General Information**

Moore Middle School  
1221 Lawrenceville Highway  
Lawrenceville, GA 30046  
School Telephone: 678-226-7100  
Fax : 678-226-7103

### **Principal**

Mr. Lamont Mays

### **Assistant Principals:**

Ms. Vicki Colemon  
Ms. Chasiree Hanks  
Ms. Michelle Parker  
Dr. Suzette Williams

Web Site: <http://mooremiddleschool.org>  
Transportation (Afterhours): 770-513-6686

School Colors: Black/Gold  
School Mascot: Black Knight

Building Hours: 8:00 AM – 4:15 PM

For your child's own safety, students should not be dropped off before, or picked up after these hours. If students need to come in early for help from a teacher, they must have a pass signed by the teacher.

How do I contact an administrator?

Mr. Lamont Mays, Principal

[Lamont.Mays@gcpsk12.org](mailto:Lamont.Mays@gcpsk12.org)

Ms. Vicki Colemon, Assistant Principal (6<sup>th</sup> Grade)

[Vicki.Colemon@gcpsk12.org](mailto:Vicki.Colemon@gcpsk12.org)

Ms. Chasiree Hanks, Assistant Principal (Gear Up)

[Chasiree.Hanks@gspck12.org](mailto:Chasiree.Hanks@gspck12.org)

Ms. Michelle Parker, Assistant Principal (8<sup>th</sup> Grade)

[Michelle.D.Parker@gcpsk12.org](mailto:Michelle.D.Parker@gcpsk12.org)

Dr. Suzette Williams, Assistant Principal (7<sup>th</sup> Grade)

[Suzette.Williams@gcpsk12.org](mailto:Suzette.Williams@gcpsk12.org)

How do I contact a counselor?

Ms. Michelle Frett, Counselor (6<sup>th</sup> Grade)

[Michelle.Frett@gspck12.org](mailto:Michelle.Frett@gspck12.org)

Ms. Mary Abrahams, Counselor (7<sup>th</sup> Grade)

[Mary.Abrahams@gcpsk12.org](mailto:Mary.Abrahams@gcpsk12.org)

Mr. Taylor Brost, Counselor (8<sup>th</sup> Grade/Gear Up)

[Taylor.Brost@gcpsk12.org](mailto:Taylor.Brost@gcpsk12.org)

How do I contact the Grade Level Offices?

6<sup>th</sup>/7<sup>th</sup> Grade Office Number: 678-226-7168

8th Grade/Gear Up for Graduation at Office Number: 678-226-7156

Registrar's Office Number: 678-226-7126

Where can I get homework...general help?

Web Site: <https://www.gcpsk12.org/MooreMS>

My eClass Tab

Use student login to access teacher pages

Faculty/Staff E-mail Address: **first name.last** [name@gcpsk12.org](mailto:first_name.last_name@gcpsk12.org)

### **Student Arrivals**

Students arriving before 8:00 AM without a teacher pass must report to the cafeteria for study hall. Any early arrivals must use the main entrance at the front of the building. Parents who transport their children to and from school should use the Lawrenceville Highway driveway and allow students to enter through the front doors of the school. Students arriving by school bus or car after 8:55 AM should proceed immediately to their homeroom. Breakfast stations will be conveniently located throughout the building so students may grab a breakfast to consume in their homeroom before school begins.

### **Student Departures**

Parents who pick their children after school should use the Lawrenceville Highway driveway. All students should be picked up by 4:15 PM. Students are expected to ride the bus to which they have been assigned and to board and depart at their assigned bus stop.

### **Car Rider Procedures:**

- Refrain from cell phone use in the pick-up lane.
- Pull as far forward as possible before loading/unloading.
- All occupants must remain in vehicles.
- Do not pass or pull around stopped vehicles.
- Load and unload on the sidewalk side only.

Follow prompts of Moore Middle School staff on duty to ensure a safe and expedient traffic flow. Students who have not been picked up by 4:15 PM will be escorted to the main office to contact a parent or other authorized person. If students are not picked-up within a reasonable time frame, legal authorities will be contacted.

### **Breakfast and Lunch Programs**

All students will receive breakfast and lunch for the 2021-22 School Year free of charge based on USDA waivers. Parents are encouraged to complete the Free and Reduced Lunch application as there are still several ways that Moore Middle School and your family may benefit:

- Increased funding to support student education at Moore Middle School
- Additional funding for technology and internet access at Moore Middle School
- Discounts for fees associated with college application process
- Discounted fees for SAT, ACT & AP tests along with scholarship opportunities

Applications for free and reduced lunch may also be completed at Open House or you can use this link to apply online: <http://gwinnett.schoolunchapp.com>

**Applications for free and reduced lunch must be completed each year and the online method will expedite the process and avoid unnecessary charges to your account.**

If you have any questions about the application or our nutrition program in general, please contact our cafeteria manager, Michella Palaski (678-226-7144).

## **Visitors**

Due to COVID-19, we are limiting visitors within the building. If a parent would like to eat lunch with their students in an area separate from our general eating area in the cafeteria. Volunteering during this time will also be limited to low traffic areas such as the Media Center.

Parking for visitors is available in the front parking lot with spaces clearly marked. Visitors are required to enter the building at the front door. Doors will only open once visitors are buzzed in by the front office. All visitors should report to the reception area for sign-in. A visitor's badge will be issued upon presentation of a photo ID (the school will not accept a picture of a photo ID presented on a cellphone). We ask that this visitors badge be visible while on the school campus.

## **Additional Visitor Information**

We ask that parents do not bring in party items, including but not limited to balloons, flowers, and stuffed animals. We also ask that parents not bring in food items to be shared with other students including but not limited to cakes, cupcakes, and cookies. Persons wishing to tour Moore Middle School must do so by appointment only. Students from other locations will not be allowed to visit during instructional time. Parents and visitors should only be in the building for business with his/her own child or a staff member and only by appointment during instructional time.

## **Food Deliveries**

Our primary focus at the front desk is to ensure that our visitors are provided a high level of customer service and that we follow procedures that will maintain the safety of our staff and students throughout the school day. Outside food deliveries for students (originated by a student or family member) compromise our ability to provide that high level of customer service to our visitors and keep our building safe. Please keep in mind that this does not apply to family members who bring food for their child to the school. Using food delivery services (ie. Uber eats, Grubhub etc.) are prohibited and will not be delivered to students throughout the day.

## **Attendance**

Regular attendance in school is essential for a quality education. Daily attendance helps students feel more closely associated with their classmates and improves their educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for this year. We want students in school every day. State law requires that students between the ages of seven and sixteen attend school and recognizes only the following reasons as legal absences: personal illness, death in the immediate family, recognized religious holidays observed by your faith, absences mandated by governmental agencies, instances where attendance would be hazardous, and service as a Page in the Georgia General Assembly.

In case of any absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence. This excuse must be given to the homeroom teacher when the student returns. Please include the student's full name and student ID number on the excuse.

New federal and state guidelines require that a school maintain written documentation for each excused absence. Please review the following information regarding the protocol followed for excessive absences:

1. When a student accumulates 10 days absences, excused or unexcused, the counselor will meet with the AP to discuss and look at the need for scheduling an attendance meeting.

2. If an attendance meeting is to be held, the counselor, AP, teachers, and parent will meet and an Attendance Management Plan is written. If parent is not able to attend, a phone conference can be held. If the parent cannot be reached, a copy of the plan will be mailed to the parent.

3. Once the child accumulates 15 total days of absences; since an attendance meeting was held after 10 days, the team will hold a Student Attendance Review Committee (SARC). The school social worker will be invited to this meeting. The SARC will develop a list of interventions for attendance and what actions will be taken if the child misses additional days of school. If a parent does not attend the SARC a copy of the SARC will be mailed certified mail.

### **Change of Address/Telephone**

If you or your parents have a change of address and/or telephone number, you must submit your new address and/or telephone number in writing to the school registrar or front office. All information must be current in order to reach parents in case of an emergency.

### **Early Check-out**

Parents are urged to make appointments for students before or after school hours or on non-school days. In order to prevent unnecessary disturbance in the classroom, parents must report to the front administrative office to check out students. **PLEASE DO NOT GO TO THE STUDENT'S CLASSROOM.** Office personnel will call the student from class. Students will be released from school only to parents/guardians, or persons appropriately authorized to school authorities. **Picture identification** of the person taking a student from school is **ALWAYS** required. For your child's safety, no student will be allowed to check himself out, walk home, or leave the campus without confirmed parental permission. **The earliest a student can be checked out of school, and still be counted present for the day is 12:40.** Student check-out may not occur after 3:30 PM except in the case of extreme emergency.

### **Late Check-In**

Students arriving at school after 9:15 AM must check in at the front desk upon arrival.

### **Clinic Services**

A clinic worker will be in the clinic each day to administer medication and help with any serious medical problems that might arise. If a student becomes too ill to remain in class, the clinic worker will contact a parent or guardian to come for the student.

### **Accidents**

In the event of a serious accident, parents or guardians will be notified immediately. For security, it is very important that the school office have updated telephone numbers on file at all times. Every effort will be made to give emergency treatment until parents arrive. However, the school cannot be responsible for subsequent treatment.

### **Medication**

Our clinic strictly complies with State of Georgia and Gwinnett County Public Schools guidelines for administering medications. Students must have the Administration of Medication Request form completed and signed by a parent or guardian before any medication (over-the-counter or prescription) will be dispensed. No over-the-counter medications are provided by the school nor are they dispensed in the clinic. All prescription medications must be clearly identified and supplied in the original container with instructions. **NO LOOSE PILLS OF ANY KIND WILL BE ACCEPTED IN A BAGGIE.** Inhalers may only be carried with the student if the doctor supplies a letter specifically stating that the student "must carry the inhaler at all times." Otherwise, all

inhalers must be kept in the clinic. Injections must have the Administration of Medication Request AND the Injection Permit Form.

All medication not retrieved by the parent by the last day of the school year will be disposed of in accordance with state pharmacy regulations. Students who have over-the-counter medicines in their possession will be subject to the discipline procedures as outlined in the GCPS Discipline Handbook.

### **Scoliosis Screening**

School systems in Georgia are mandated by law to screen public school children for scoliosis. Gwinnett County Middle School students are screened by trained parents and county health nurses. All 6th and 8th grade students are screened except those whose parents or guardians object in writing to the screening.

### **Handicapped Access**

It is Moore Middle School's intent to have a barrier free building and grounds. Please avoid parking in a way that blocks handicapped parking or curb cuts. If any family member who would need to attend conferences is handicapped, please notify the administrators so that arrangements can be made to meet in a barrier free area. Also, if a student becomes temporarily handicapped due to injury or illness, please let the school know so that all classes are held in barrier free areas.

### **Student Insurance**

Student accident insurance may be purchased each year. School insurance is voluntary. Any student trying out for extracurricular activities must have insurance or show proof of coverage by other insurance. You will be provided with an application containing policy descriptions and premiums during the first week of school. It is your responsibility to complete the application and mail it to the agency if coverage is desired.

### **Textbooks, Instruments and School Property**

Textbooks supplied by the State of Georgia will be issued to students. The state only provides one copy of each textbook per student with the exception of Science and Math which will be online. An extra set of books cannot be provided unless the student has an active Individualized Educational Plan (IEP) that states the student's identified disability requires an additional set of books. In the event of loss or abuse of textbooks, whether accidental or purposeful, the student must pay for the book(s) in accordance with the amount determined by the Board of Education.

Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period the student uses such equipment or material. In the event of loss or abuse of instruments, equipment, or property, restitution will be determined by the amount it costs for replacement or repair. When personally owned or rented instruments or equipment are brought to school, responsibility remains with the student parents, or guardians, not the school.

### **Challenging Curriculum**

The Academic Knowledge and Skills (AKS) as developed by the Gwinnett County Board of Education are the standards for excellence for all students in the Gwinnett County Public Schools. They are what teachers are to teach and students are to learn. In every classroom, instruction and assessment are tailored so that all students learn the AKS.

Intervention reading and math classes are available during connections time to targeted students. During an academic class, remediation and extension occur daily.

The Language Arts curriculum is an integrated approach in which the facets of reading comprehension, literature and novel study, composition, usage and grammar, spelling, listening and public speaking are taught within a class period. Literacy skills are reinforced in all classes.

The Science curriculum in grade six covers topics in earth science; the course of study in grade seven is life science and in eighth grade the study is physical science. The process skills of science are emphasized in all grade levels throughout the school year.

The Mathematics curriculum in grade six emphasizes a broad range of topics (number concepts, estimation, computation, patterns and functions, geometry, measurement, algebra, statistics and probability) taught as an integrated whole. Students will take Pre-Algebra in seventh grade and algebra in eighth grade. Curricular goals for all students include learning to value mathematics, becoming mathematical problem solvers, learning to communicate mathematically, and learning to reason mathematically.

The Social Studies curriculum centers on challenges in a global society. A two year world studies block (grades six and seven) provides students the opportunity to examine the world today. The third year is an examination of Georgia's connections to the world. Map and globe skills and social studies process skills are emphasized in all grade levels.

Our music students, in orchestra, band, or chorus agree to a year-long commitment to the program. Music is a performance based curriculum, focusing on group performance. Each student contributes to the entire group, thus requiring dedication and consistent practice.

### **Gifted Education**

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. The gifted program is called PROBE at the middle grades level. Any responsible adult who has knowledge of a student's intellectual ability may refer a student to a local school's gifted referral committee.

The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public School's Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

### **Connections Classes**

Connections classes are courses that are designed to link the academic curriculum with practical applications of the Academic Knowledge and Skills. The Connections classes comprise two class periods that are attended on a rotating A/B schedule. Students or their parents who have questions concerning the Connections classes should contact the grade level administrative office.



## **Homework**

The faculty and administration of Moore Middle School believe that homework is a valuable learning experience. Homework can accomplish any or all of the following:

- Reinforce academic skills introduced in the classroom
- Increase learning time (time on task) thereby increasing achievement
- Communicate the curriculum to parents
- Encourage self-discipline in students
- Provide for different rates and styles of learning.

We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework there is the opportunity for enrichment, extension, practice of basic skills, and/or reinforcement of instructional goals. Homework becomes more valuable when there is a strong partnership between home and school. The role of the home is to provide support, encouragement, and a place to complete homework. The role of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time.

## **Make –up Work**

When a student has an absence he/she must make up any work missed. It is the student's responsibility to see that make-up work is completed. Work assigned before the absence will be due on the day the student returns to school. If a student is absent for five days or longer, the teacher will devise a plan that includes a due date for the make-up work.

## **Wednesday Morning Help**

Wednesday morning help is available starting at 8:15 AM for all students. Passes are not required on Wednesday mornings.

## **Tutoring**

Students must check with their teachers to find out when additional tutoring will be available to them. Students will need a pass in their agendas in order to be released to their teacher's classroom prior to 8:55 each day.

## **Grading Information**

Report cards are issued at the end of each semester, and mid-term progress reports are issued midway through the eighteen week grading period. Mid-term reports will contain grades for six subjects. Weekly progress reports may be sent by request. Parents may also access student grades and other information through the Parent Portal. Registration for the Parent Portal must be made in person at the school. The Gwinnett County Board of Education has adopted the following grading scale:

A = 90 - 100  
B = 80 - 89  
C = 74 - 79  
D = 70 - 73  
U = Below 70

A student receives conduct and effort grades of E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory). The report card envelope should be signed by a parent or guardian and returned to the homeroom teacher.

## **Honor Roll Recognition**

Principal's Honor Roll: All A's in every class on semester report, S or E in effort in all classes

Academic Honor Roll: All A's and B's (minimum of one A) in every class on the semester report

## **Progress Reports**

In an effort to keep parents and students informed of academic progress, a progress report is sent home every Monday (we also encourage parents to track their student's progress through the Parent Portal. Progress reports will be sent by email every Monday beginning August 23<sup>rd</sup>.

## **Report Cards**

Report cards are issued at the end of each eighteen-week (semester) period. These will be sent home via the student in an envelope. The report card envelope should be signed by the parent/guardian and returned to the child's homeroom teacher the next day. The final report card will be mailed home at the end of the year. Parents may keep the report cards. Report Cards will be issued on the following dates:

**1<sup>st</sup> Report Card, Friday, January 14, 2022- student will bring home in envelope**

**Final Report Card, Tuesday, May 26, 2020- district will mail home to parent/guardian (parents should receive by June 3rd).**

## **Conferences**

The Moore Middle School staff welcomes the opportunity to meet with parents. Early release days are scheduled on **October 20-21, 2021** and **March 2-3, 2022** to conduct parent conferences for the purpose of discussing student progress. Parents may request a conference at any time by emailing the teacher or contacting the grade level administrative office.

## **Parent Portal**

The GCPS Parent Portal is an on-line tool that displays student's real-time academic averages and progress details, as well as attendance and discipline records. The Parent Portal is a communication resource through which parents can stay current on their child's progress in school. The Parent Portal is currently active and can be accessed by visiting <http://go2.gwinnett.k12.ga.us/parent/wps/portal>. Parents who have never signed up for access to the Parent Portal may do so by visiting the Moore Middle School administrative office.

## **Moore Middle School Advisement Program**

Gwinnett County Public Schools understands the importance of building relationships with students. To support that belief every middle school offers an advisement program to foster meaningful connections and create academic gains for each student. Moore Middle School Advisement will focus on academic achievement, communication, citizenship, and character.

## **Counseling Department**

The goal of the Moore Middle School Counseling Program is to assist students in their academic, social, emotional and career development. Our mission is to create a warm, inviting, safe environment where all students can feel welcome and important. As a department we care about our students and their futures. We provide students with an environment in which they are celebrated, respected, and supported, enabling them to reach their full educational and leadership potential. Our counseling program at Moore Middle School is focused on assisting students and parents to navigate through middle school and preparing for the transition to high school. We strive to provide students with the skills necessary to allow them to prosper as 21st

century, global citizens and pursue lifelong learning. The Moore Middle School Counseling Program focuses on three areas of development:

- Supporting each student's academic achievement
- Promoting personal, educational, and career growth through personal prevention and intervention
- Helping students explore education and career choices

When a class is missed for a counseling appointment, the student must make up classroom work. Counseling and guidance services are part of the regular curriculum; parents will need to notify the school in writing if their child is not to participate in services. Parents are invited to attend our parenting seminars and parenting courses. Conferences with the grade level counselor can be scheduled to discuss issues and concerns. Community based referral suggestions are available for both private tutoring and counseling needs.

### **Gwinnett County Student Conduct Policy Statement (Code JCD)**

Teachers will manage their classrooms under the guidelines of the school-wide discipline plan. Please carefully read the Gwinnett County Student Conduct Behavior Code (Policy JCD) located in your GCPS Student/Parent Handbook. A student in violation of the Gwinnett County Student Conduct Behavior Code will receive disciplinary action. Disciplinary action may involve one or more of the following steps: (1) Verbal Reprimand; (2) Parent/Teacher Conference; (3) Counseling; (4) Detention (Teacher or Administrative); (5) Saturday School (6) Parent/Administrator Conferences; (7) In-School Suspension; (8) Short Term Out of School Suspension from school; and (9) Disciplinary Hearing. Students assigned to In-School Suspension (ISS) or Out-Of-School Suspension (OSS) may not attend after-school activities on the day(s) of the suspension. This includes all activities at all GCPS campuses/events. All parties involved in fights are subject to the following consequences regardless of who started the fight. First offense is a minimum of 4 days suspension. Additional consequences may be issued, depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.). Students who instigate a fight or encourage others to fight will receive administrative consequences.

### **Discipline and Student Management**

Moore Middle uses a school-wide student management plan in which all faculty and staff work in a cooperative effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment. This plan coincides with current school procedures and Gwinnett County Code of Conduct for Students.

Signing the Agenda Book Student Response Form indicates you have reviewed and understood the GCPS Code of Conduct. If you have any questions or concerns, please contact an administrator.

***Students are expected to follow the GCPS Code of Conduct as well as local school policies and procedures.***

### **Safe and Orderly Environment**

While at school, students are expected to behave in an appropriate manner. The best discipline is self-control. Self-control is based upon understanding the limits of one's speech and actions in relation to others. We follow the conduct behavior code as approved by the Gwinnett County Public School Board of Education. If students violate these rules, they may receive consequences. A separate student/parent handbook is issued to students/parents that outline

the Gwinnett County Public School's Conduct Code. Parents and students must sign and return the signature page of this handbook to their child's homeroom teacher.

### **Bullying**

Any student who is considered to be "bullying" other students with oral, written or physical threats or who threatens the safety of any student, staff, faculty member or community member will receive a discipline consequence. Bullying is considered a threat and disruptive to the educational function of the school. **(See Anti-Bullying Pledge)**

### **Harassment**

The administration takes a firm stand against any form of harassment. Since harassment usually happens when adults are not present, it is important for students to inform their teachers or other school personnel immediately when this happens. The administration will handle harassment complaints with the utmost confidentiality in order to protect students.

## **Moore Middle School Discipline Plan**

Moore Middle School follows the Positive Behavioral Interventions & Support (PBIS) plan in an effort to assist students in correcting their behavior before making a referral to an administrator. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when used inconsistently and in the absence of other positive strategies, is ineffective.

### **Positive Behavioral Interventions & Support (PBIS)**

The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students.

### **Major Components of PBIS**

- School-wide expectations and rules to teach students appropriate behavior
- Consistent discipline referral processes and procedures
- Utilizing data to track progress and identify areas for intervention
- An acknowledgement system used to encourage and model appropriate behavior and effective consequences are developed to discourage inappropriate behavior.

### **PBIS Guiding Principles**

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage pro-social skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

### **What Outcomes are Associated with Implementation of PBIS?**

Schools that establish systems with the capacity to implement PBIS with integrity and durability have teaching and learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary

- More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior),
- Improve support for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
- Most importantly, maximize academic engagement and achievement for all students.

### **Student Expectations:**

- Take responsibility for being on time, having your materials, and being ready to work
- Follow directions the first time given
- Keep your hands, feet, and objects to yourself
- Follow county, school, and classroom rules and policies

***The administration has the authority to issue a Modified Discipline Plan for individual students.***

### **Moore Middle School PBIS Discipline Steps**

**Step 1:** Warning & MMS Step Slip

**Step 2:** Parent Phone Call & MMS Step Slip

**Step 3:** Team Parent Phone Call, Silent Lunch & MMS Step Slip

**Step 4:** Parent Phone Call, Detention & MMS Step Slip

**Step 5:** Parent Phone Call, Referral & MMS Step Slip

**There are times, however, when administrative referral, suspension and/or a disciplinary hearing could result immediately. Such incidents include but are not limited to:**

1. Possession or distribution of narcotics, alcohol, or stimulant drugs or pretense of possession or distribution of the same. This includes prescription and/or over the counter drugs.
2. Profanity/disrespect toward a school employee.
3. Assaults on a school employee, both verbal and/or physical.
4. Obscene gestures toward a school employee.
5. Possession of or distribution of guns, knives, dangerous weapons or implements, slingshots, or any type of explosive including poppers.
6. Indecency (sexual or nonsexual).
7. Possession, distribution and/or use of tobacco.
8. School employees will not tolerate physical violence of any kind. Students who exhibit this type of behavior will be subjected to severe disciplinary measures. Repeated violators may face suspension and/or disciplinary hearing.

### **Personal Property and Electronic Devices**

The school will not be responsible for personal property. This includes property brought to school for instructional projects, as well as all other personal property of students. This also includes leased or rented music instruments and items such as MP3 players (iPods, etc.), CD

players, electronic gaming devices. Students may not bring MP3 players (iPods, etc.), CDs, CD players, electronics or any toys to school.

**SEE GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK FOR MORE DETAILED DISCIPLINE INFORMATION.**

**Dress Code for Students**

Moore Middle School acknowledges that good grooming and personal attire positively affect student achievement and conduct. Our student dress code is designed to reduce the likelihood of a distraction or disruption and to maintain an academic focus in the classroom and on campus. As styles change, so may the restrictions on what is appropriate for school.

**Appropriate Dress for Students:**

1. Clothing shall fit appropriately. Pants and shorts must be worn at the waist at all times and not be so large that the crotch sags or underwear of any type is showing. Belts must be worn with pants that do not fit in the waist.
2. Clothing with holes or rips above mid-thigh is prohibited unless there is a layer of clothing beneath.
3. Girls' tops must be appropriate; they should not be too tight or too loose that cleavage is shown. Blouses or shirts need to cover the tops of shoulders. No halter tops, strapless tops, spaghetti straps, tank tops or bare shoulder tops of any type will be allowed. Blouses/ shirts that expose any portion of the waist, hips or midriff are not allowed. Low-cut, backless, see-through tops and/or tube tops are not appropriate. Boys cannot wear sleeveless shirts and must wear shirts in P.E.
4. All shorts and skirts must be no shorter than mid-thigh. Slits in skirts cannot be above mid-thigh. The outer layer of clothing from the waist down must meet all dress code requirements. This includes but is not limited to skirts with leggings or jeans worn under them. The waistline of all pants, shorts and skirts must be on or above the hips with no undergarments showing.
5. Headgear is prohibited at school. This includes, but is not limited to: caps, hats, visors, hoods, bandanas, wave caps, sunglasses, earbuds/headphones worn as an accessory, sweatbands, or pacifiers which are not to be worn or carried around by students. No combs, rakes, curlers or picks can be worn in hair. Any hairstyle or hair color that is disruptive to learning at MMS is prohibited. \*Exceptions for religious or medical reasons to be granted by the principal.
6. Pajamas or sleepwear of any kind are not to be worn in school. Health regulations and safety factors require shoes to be worn at all times. Bedroom/house shoes or slippers are prohibited.
7. Stretch, lycra spandex or nylon tights, jeggings, leggings, leotards, fishnet, biker pants, or boxer shorts/underwear worn as an outer garment are strictly prohibited. The outer layer of clothing must meet dress code requirements.
8. Students also may not wear or bring blankets, pillows, capes or cloaks to school.
9. No student shall wear clothing that displays words or symbols that depict violence, smoking, drugs, alcohol, weaponry, sex, gang affiliation or other illegal activity expressed or implied.

10. Jewelry or accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, spiked rings, spiked bracelets, spiked watches, spiked collars, dog collars, two or three finger rings that are joined and bulky chains worn around the neck or waist. Sharp objects that could pose a danger such as spikes, nails or safety pins are not allowed on clothing, body parts or book bags.
11. Gang Related Attire: Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. This includes, but is not limited to: ex. bandanas regardless of tread or color or any other garments that communicate gang allegiance are not allowed to be worn in a manner that communicates gang affiliation. This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive.
12. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment. Exceptions to the Moore Middle School dress code may be made by the Principal or his designee for specific reasons.

**Please note that any attire deemed inappropriate and detrimental to the learning environment by a school employee, but not specifically listed herein, constitutes a violation of the MMS dress code.**

### **Procedure for Dress Code Violations**

This dress code is merely a guide for what is considered appropriate school dress. Dress code violations will be reported to the administrative team. An administrator will contact the parent if necessary. Once the parent is notified of the dress code violation, the student will be given the opportunity to change into appropriate attire if they have an extra set of clothes. If not, the parent can choose to bring a change of clothes (the school may also have some clothing that the student may wear for the remainder of the day). If parents are unavailable, students may be placed in ISS for the day. Repeated violations will result in disciplinary action (please see the dress code step plan below).

### **Dress Code Step Plan\***

Step I	Warning/parent phone call
Step II	Warning/parent phone call
Step III	Warning/parent phone call with letter
Step IV	Afterschool Detention with letter
Step V	Administrative Conference and/or Referral

\*The Dress Code Step Plan is in effect for all three grade levels and will not reset at any point during the school year.

### **Bus Discipline**

Riding a school bus is a privilege. This privilege may be revoked if safety rules are not followed. Standards of discipline on buses must be maintained at all times in order to insure safety. All

school rules remain in effect at bus stops and during bus rides. Each bus driver has authority over the students riding his/her bus.

Students are expected to ride the bus to which they have been assigned and to board and depart at their assigned bus stop. Bus drivers will not allow students to ride an unassigned bus or to get off at a different stop. Students are expected to follow all bus rules and procedures required by the driver. Failure to comply with the following bus rules may result in a bus referral and possible suspension of bus riding privileges.

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, head, arms, and legs away from windows and confined to assigned seat.
5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
7. Students will not bring radios, CD players, IPODs, MP3 players, tape recorders, toys, games, glass objects, and other potentially disruptive items on the bus.
8. Students will not have out or use cell phones while on the bus.
9. Students will not throw ANY objects on the bus or out of bus windows.

If suspended from the bus, students must arrange for transportation to and from school.

### **Moore Middle School Cell Phone/Electronic Device Policy**

Cell phones are a HUGE distraction here at school. The social media apps that students use are not conducive to the learning process and cause many conflicts between students. The rules/procedures we have in place are to protect the learning environment for all students and to ensure that the focus remains on teaching and learning in our building. Cell phones and accessories (ie. earbud, earphones, headphones) that are visible and/or turned on and/or ring during the school day are in violation of the school system Rule 11L. Cell phones may not be used for making or receiving calls, text messaging, accessing the internet or social media, or taking pictures at any time in the school building. Exceptions may be made if the teacher has granted to use the device as an instructional resource for that specific class period.

Other Electronics: Students may not bring non-instructional items including, but not limited to; earbuds, headphones, or other electronic media devices, electronic games or gaming devices, etc. to school. The school will have no liability for any lost or stolen items which were not to be brought on campus.

### **Gwinnett County Electronic Communications Devices Policy**



**The Gwinnett County Board of Education permits students to have in his/her possession a communication device *on a limited basis*. However, the Gwinnett County Board of Education prohibits the use by a student of any personal electronic communication device during school hours or on a school bus. The local school principal may set forth rules pertaining to student possession and use (O.C.G.A. 20-2-1183).**

### **Cheating and Plagiarism**

Assessment is both a method of determining a student's level of achievement and a learning opportunity. Any occurrence of cheating will be handled through firm and decisive action. The staff of Moore Middle School defines cheating on any assignment/assessment as follows:

1. Student talking to a neighbor during an individual assessment. (All questions and conversation shall be between the teacher and the student).
2. Student looking at a fellow student's paper/information.
3. Student giving answers/information to a fellow student either verbally, in writing or via text message.
4. Student possessing or using a cheat sheet, or any form of written answer.
5. Student copying a fellow student's assignment.
6. Student using book or class notes during an individual assessment unless otherwise specified by the teacher.

As defined by the Scholastic Children's Dictionary (Scholastic, Inc., 1996) to plagiarize is "to steal and pass off the ideas or words of another as one's own". Acts of plagiarism include, but are not limited to, the following types of acts:

- copying another person's paper
- buying (or downloading for free) a research paper from the Internet or other type of service
- turning in a paper that someone else has written for the student
- paraphrasing material from a source without giving proper credit
- copying materials from a source and giving proper credit, but leaving out the quotation marks

Plagiarism includes the new version of copying, "cut-and-paste" from electronic sources. Students complete research by taking notes in phrases and then organize materials and information to suit their own needs. Students always cite the sources of their information. Moore Middle School provides an MLA format for print and non-print (electronic) sources. If a student needs to cite a source that is not covered in this format, she/he should consult his teacher or a media specialist. Students may receive academic and/or disciplinary consequences for any incidences of cheating or plagiarism.

If a child is caught cheating on a non-assessment assignment, the teacher should call the parent and give the child the opportunity to redo the assignment and give a discipline consequence. If a child is caught cheating on an assessment, the teacher will contact the parents and let them know that a referral will be submitted to the administrator.

### **Extracurricular Activities**

To encourage your participation in the full middle school experience, many clubs and activities are available for you at Moore Middle School. Announcements will be made and a listing of clubs offered will be posted on the Moore Middle School website.

### **Transportation for After School Activities**

When students are involved in after school activities, transportation must be arranged in advance. The school provides no transportation for after school club meetings and practices. Parents are expected to pick up their students within 15 minutes following the conclusion of any activity. Students who are not picked up within a reasonable time may be prohibited from attending the next after school function. Parents and students should not depend upon a phone being available for students to call when an event ends.

### **Athletics**

Gwinnett County recognizes the following sports for middle school:

7<sup>th</sup> & 8<sup>th</sup> Grade Boys Basketball

7<sup>th</sup> & 8<sup>th</sup> Grade Girls Basketball

7<sup>th</sup> & 8<sup>th</sup> Grade Cheerleading

Students wishing to try out for and participate in one of the above listed teams must meet the GHSA eligibility requirements listed below:

- Pass five out of six classes in the semester preceding the semester of tryouts/participation
- Meet all 7<sup>th</sup> & 8<sup>th</sup> grade promotion requirements
- Have a current physical exam conducted by a medical doctor, insurance, or waiver, and parent consent prior to participating in an athletic activity. Only the Gwinnett county physical form will be accepted

The application of these rules and procedures promote competition on a fair and equal basis.

### **Intramurals**

Intramurals are offered for students at specific times during the fall and spring. This program is designed to involve all students and to provide sports activities among groups of students at the local school. The program begins prior to school and lasts for an hour and a half. The intramural program is free and under the direction of the physical education department. Students must have a signed permission form to participate in this program. There are no intramurals during basketball season.

### **Lockers**

Due to COVID-19, we have restricted locker use in the classroom.

### **PE Lockers**

Lockers are available in the PE dressing rooms. Students may bring a personal lock to use on these lockers, but the locks must be removed at the end of the student's class period so the locker may be used by the next student. The school **CANNOT** be responsible for items left in lockers. When students are scheduled in a PE/Health class, they are expected to dress out.

### **Hall Passes**

Students are not permitted in halls unless they are accompanied by a teacher, a staff member, or have a signed note that serves as their hall pass.

### **School Telephone Use**

The school phones are for business purposes. Students need to have their agenda signed by their teacher to use the phone. Arrangements to stay after school for activities must be made before arriving to school. Only urgent telephone messages from parents or guardians will be delivered by an office representative. Students will not be called out of class to receive a phone call. Students who are ill must call a parent from the school clinic, not their personal cell phone.

### **Gum Policy**

Moore Middle School is a gum free zone. To maintain the pristine condition of our beautiful new building, chewing gum and bubble gum will not be allowed. A teacher detention will be given as a consequence.

### **Disaster Drills and Procedures**

There are disaster drill maps located near the door of every classroom and other locations at Moore Middle School. These maps give the route you must take, if a disaster occurs. At the beginning of the school year, teachers will explain these maps and discuss the procedures to follow in case of an emergency. Please pay close attention to your teachers as they explain these procedures to you. You will practice disaster drills at different times throughout the school year. It is imperative that you remain quiet, listen to your teachers, and remain with your group while teachers check roll.

### **Evacuation Communication to Parents**

In the event of an actual school evacuation, we will evacuate students to a predetermined location. Please refer to the Moore Middle School website for reunification details.

### **School Closing Due to Weather Conditions**

Inclement weather conditions may cause the school to be closed. School closings are determined by the Gwinnett County central office staff and not by the local school. Announcements of closings will be broadcast via local news media. The basic premise is that school is open or will remain open unless it is specifically announced otherwise.

### **Telecommunication, Computer and Communications Technology Acceptable Use Policy**

Internet, a School-wide Network, and a variety of computer systems are available to qualified students and staff in our school. The staff of Moore Middle School strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. We will make every effort to provide quality experiences to students and teachers using these information services; however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. **When the Handbook Response Form is signed by you and your guardian/parent through MyPaymentsPlus, this document becomes a legally binding contract. Guardian/parent signatures are required before access to these services is permitted.** Listed below are the provisions of this contract. If a student violates any of these provisions, access to the information service may be denied and the student may be subjected to disciplinary action.

## **Terms and Conditions of This Contract**

**1. Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to my teacher, grade level counselor or administrator. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

**2. Acceptable Use.** The use of electronic services must be in support of education and research and in accordance with the educational goals and objectives of Moore Middle School. I am personally responsible for this provision at all times when using the electronic information service.

a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network

b. Transmission of any material in violation of any United States or other state Organization is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

c. Use of commercial activities by for-profit institutions is generally not acceptable

d. Use of product advertisement or political lobbying is prohibited

**3. Privileges.** The use of electronic services is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Administration will rule upon inappropriate use and may deny, revoke, or suspend usage.

**4. Security.** Security on any computer system is a high priority. Never try to bypass any security systems. If you identify a security problem, notify your teacher or grade level administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.

**5. Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

a. **Be Polite.** Never send, or encourage others to send, abusive messages.

b. **Use Appropriate Language.** Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kinds are strictly forbidden.

c. **Privacy.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.

d. **Electronic Mail.** Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

e. **Disruptions.** Do not use the network in any way that would disrupt use of the network by others.

f. **Alterations.** Do not make changes to the hardware or software configuration of any machine, including installing or deleting any software.

g. **Other Consideration:**

- Be brief. Few people will bother to read a long message
- Minimize spelling errors and make sure your message is easy to read and understand
- Remember that humor and satire is very often misinterpreted
- Cite references for any facts you present
- Forgive spelling and grammar errors of others
- Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts

6. **Services.** Moore Middle School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Moore Middle School will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Moore Middle School specifically denies any responsibility for the accuracy of information obtained through its services.

7. **Theft/Vandalism.** Theft is considered any attempted or detected alteration of software, data, or other files as well as disruption or destruction of equipment or resources. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any act of theft or vandalism will result in the loss of computer services, disciplinary action, and legal referral.

8. **Harassment.** Sending unwanted messages or files to other users may be considered harassment. Violations include interfering with legitimate work of another user, sending abusive or obscene messages via computers, and/or using computer resources to engage in abuse of computing center personnel or other users.

9. **Printing.** The printing facilities of Moore Middle School should be used judiciously. Unnecessary printing is a drain of the capacity of the networks and adds expense. Users can and should CONSERVE PRINTING RESOURCES.

### **Acceptable Use of Electronic Media for Students**

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of Gwinnett County Public Schools. Users of such systems should have no expectation of privacy.

Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way. It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that

neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

**Login information, usernames, and passwords are confidential. YOU are responsible for keeping logins secure.** At no time should someone log in with your user name or password, and you should not use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member. ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools. Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure. Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures. The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology and electronic resources must not be used to:

- Harm other people
- Interfere with other people's work
- Use a computer to steal property
- Gain unauthorized access to other people's files or programs
- Gain unauthorized access to on-line resources by using someone else's password
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies
- Steal or damage data and/or computers and network equipment
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.



# **PBIS PLEDGE:**

**AS A STUDENT OF MOORE  
MIDDLE SCHOOL,  
I PLEDGE TO:  
LEAD BY LEARNING  
EMBRACE DIVERSITY  
ACHIEVE EXCELLENCE  
DEVELOP CITIZENSHIP**

## Anti-Bullying Pledge

We believe that everyone should enjoy an environment that is conducive to learning at Moore Middle School. This environment allows us to feel safe, secure, and accepted regardless of race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying may include, but is not limited to, pushing, shoving, hitting, and name calling, as well as picking on, making fun of, and excluding someone. Bullying can cause pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying.

According to Georgia Law, **“Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily injury or harm. Upon finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.” (O.C.G.A. 20-2-751.4)**

**By signing this pledge, I agree to:**

- Value student differences and treat others with respect.
- Not become involved in bullying incidents.
- Become aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Support students who have been or are subjected to bullying.
- Inform my teachers, parents, counselor, and administrator about concerns and issues regarding bullying.
- Work with other students and faculty to help the school effectively deal with bullying.
- Be a positive role model for all students by doing my part to deter bullying.

**All forms of bullying need to be reported. I acknowledge that it is just as serious to observe bullying and do nothing about it as it is to engage in bullying behaviors.**

Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_