



## ALGOOD MIDDLE SCHOOL

### Student Handbook

### 2021-2022

**Statement of Philosophy:** Our purpose is to educate all students to the best of their ability, regardless of race, religion, ethnic origin or socio-economic status. We are dedicated to the total education of all students. We believe that every student is an individual and valuable. Their needs cannot be met with only textbooks, but by various methods that address the many different ways that students process information. We, the faculty and staff at Algood Middle School, believe that every student is an untapped resource with varying potential, characteristics, needs, and interests. We believe that the future of our community and society depends on the young minds that we are educating today.

**Mission Statement:** Our mission is to inspire all students at Algood Middle School to become leaders of learning and responsible citizenship through rigorous and relevant instruction in a safe school environment.

**Algood Middle School is committed to providing a safe, nurturing learning environment for each student. Working together, students, parents, and school staff can provide the best possible environment for academic excellence, while keeping students physically and emotionally safe. The following Code of Conduct is based on the PCS conduct policies and procedures. The requirements of the Code of Conduct shall apply equally to all AMS students and shall be enforced in a fair, consistent and non-discriminatory manner.**

**Academic Honor Policy:** Algood Middle School expects students to do their own homework, to test without using unauthorized help and to submit original work for all assignments. We expect students will not cheat. Students are to deny all requests to copy class work, homework and tests.

Students shall not misrepresent test materials, research information, and class work and/or homework assignments as their own. Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work
- Using electronic devices to cheat, including but not limited to looking up, photographing, recording or texting information
- Copying another student's or author's work or class assignment
- Allowing another student to copy your work or your assignment
- Putting your name on another student's paper/project/work
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit
- Tampering with the teacher's grade records or tests (possible long term suspension)
- Stealing and/or selling quizzes or exams (possible long term suspension)

The classroom teacher is responsible for determining if cheating has occurred.

#### First Offense

- Zero on assignment/test
- Teacher to contact parent
- Referral to administration for entry into student record

#### Second Offense

- Zero on assignment/test
- Parent meeting with teacher and administration
- Referral to administration and entry into student record

#### Third (or any other subsequent) Offense

- Zero on assignment/test
- In-School Suspension
- Parent meeting with administration

**Alcohol/Drugs:** The use or possession of intoxicants or illegal drugs on school property or in any vehicle used to transport students to school events is prohibited. Attendance at school events while under the influence of any of these is prohibited. Any person in violation shall be subject to removal from school property and prosecution in accordance with the provisions of Putnam County School Board Policy as stated below:

Alcohol/Drugs: Any student using alcohol, any illegal drug, non-prescribed narcotic drug, or marijuana, or possessing, selling or transmitting drugs or controlled paraphernalia shall be suspended from school for one calendar year. (Board Policy 6.309).

**Attendance:** Regular attendance is essential for promotion and success at school, as well as any vocation chosen in life. When an absence is necessary, it is the responsibility of the student to see that work is made up in the time specified by each teacher. The following are the only legal excuses for absences:

1. Personal illness – doctor’s statement may be required\*
2. Death in the immediate family
3. Observance of a religious holiday
4. Failure of a bus run
5. A medical or dental appointment – these should be scheduled after school whenever possible

\*A doctor’s statement will be required after the 5<sup>th</sup> absence

\*\*There are no designated “skip” days.

School begins promptly at 8:00 a.m. Students who are tardy miss valuable instruction time and disrupt the class by arriving late. Students who are habitually tardy will be considered truant. A parent/guardian will need to sign in students in the office who arrive after 8:15 a.m.

Perfect Attendance is defined as “attending every class, every day, for the full period.”

For full PCSS attendance policy, please refer to Board Policy 6.200

**Backpacks/Bookbags/Totebags/Purses:** All backpacks, book bags, tote bags, purses, etc. are subject to search by school officials. All backpacks are to stay in lockers between the times of 8am-3pm. Students may take backpacks to Encore classes if those classes occur at the end of the day.

**Bicycles/Skateboards/Rollerblades/Scooters:** Bicycles are to be parked in a designated area upon arrival at school and are not to be used until the end of the school day. NO skateboards, rollerblades, shoes with rollers, or scooters are to be used on school property. All items mentioned are the responsibility of the student, not Algood Middle School. AMS is not responsible for any lost or stolen items.

**Bullying:** According to Tennessee Code Annotated Section 49-6-1014 through 49-6-1019 and Putnam County School Board Policy 6.304, Algood Middle School will provide a safe

environment for student learning. Algood Middle School shall provide a copy of the bullying/harassment policy, the procedures for reporting bullying, and the bullying prevention program to be implemented at the beginning of each school year to students and parents. Any report of bullying shall be documented, investigated and the findings, along with any disciplinary action, reported to the director of schools and to the chair of the local board of education.

**Bus and Car Rider Areas:** Doors to the school will remain closed until 7:15 a.m. At 7:15 a.m., all students are to report to the gym or cafeteria if eating breakfast, and remain until dismissal to classes at 7:45 a.m. In the afternoon, bus riders go directly to the gym. All car riders are to go directly to the cafeteria, remaining inside the cafeteria until they are called to the car line. Students who are walking home must exit through the gym doors and leave campus immediately.

**Bus Conduct:** All students riding buses are expected to comply with the rules and regulations set forth by the School Transportation Department. Disciplinary infractions that occur on buses or at approved bus stops will be reported to the administration for the assignment of appropriate discipline.

**Cafeteria:** Students' behavior in the cafeteria should be based on courtesy and cleanliness. Students are expected to make the lunch period pleasant for everyone by keeping tables and floors clean and noise to a minimum. Lunch may be paid on Monday or online (<http://www.pcsstn.com/departments/foodservice/index.html>) anytime. Students may pay daily as they go through the line, but this practice is not encouraged. If you wish to manage your students' lunch account online you may call Jennifer Mitchell at the Central Office (526-1847 ext. 1214) or email ([jennifer.mitchell@pcsstn.com](mailto:jennifer.mitchell@pcsstn.com)).

**Cell Phones and Electronic Devices:** As per Putnam County Board of Education Policy 6.312, "Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the OFF mode and must be kept in a backpack, purse, or similar personal carry-all and may NOT be used during school hours, either as a cell phone, communication device (text messaging, etc.), or as a camera." School hours are 8:00 a.m.-3:00 p.m. Cell phones are not allowed in official after school academic programs.

Personal electronic devices, (including but not limited to camera, MP-3 players, CD players, radios, electronic gaming devices, etc.) may be stored in backpacks, purses, or personal carry-alls. However, use of these devices during school hours is strictly forbidden.

If the confiscated electronic device reveals inappropriate contents, such as pornography, this matter will be dealt with in accordance with the Department of Children's Services and law enforcement guidelines. Schools/teachers are in no way responsible for students' cell phones. The decision to bring a cell phone to school is between the parent and student and all responsibility lies with the student. A student in violation of this policy is subject to disciplinary action. (Per School Board Policy 6.312).

The procedures/consequences for violation for grades 5-8 are:

**1<sup>st</sup> Offense:** Cell Phones/Electronic Devices – Written warning in PowerSchool – Student will be given demerit. The phone (including battery) or electronic device will be confiscated and a parent/guardian will have to come into school to pick up phone/electronic device. Parent will be notified by administration.

**2<sup>nd</sup> Offense:** Cell Phone/Electronic Devices – 3 days of after school detention. The phone including battery or electronic device will be confiscated and will be returned to parents/guardians AFTER the discipline has been completed. Students will not be able to pick up the device.

**3<sup>rd</sup> Offense:** Cell Phone/Electronic Devices - 5 (five) days of after school detention. The phone including battery or electronic device will be confiscated and will be returned to parents/guardians AFTER the discipline has been completed. Students will not be able to pick up the device.

**4<sup>th</sup> and subsequent offenses:** Cell Phone/Electronic Devices – 10 days of after school detention. The phone including battery or electronic device will be confiscated and will be returned to parents/guardians AFTER the discipline has been completed. Students will not be able to pick up the device.

\*Administration holds the right to adjust infractions when necessary. Also, the consequence for student use of a cell phone (including texting) during instructional time is confiscation of the device (including SIM card). Students who refuse to turn over a cell phone (including SIM card) will, IN ADDITION TO THE EVENTUAL CONFISCATION OF THE CELL PHONE, be subject to consequences for insubordination as outlined in the Putnam County Schools Student Code of Conduct.(Board Policy 6.300)

**Class Trips:** Field trips are considered an extension of the learning process, as well as a privilege. Students are expected to represent Algood Middle School in the best possible manner. School rules apply. Per administration discretion, a student who has been a consistent discipline problem may be excluded from any trip.

**Discipline:** One of the most important lessons students will learn is self-discipline. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. We believe in helping students develop self-discipline, which will make them a better person and a more productive citizen, as well as making the school a more effective learning environment. School rules will be posted throughout the building as reminders of behavioral expectations.

**Dress Code:** Parents and students shall be responsible for ensuring compliance with all aspects of the dress code at any time the student is on school premises or attending a school sponsored function. No apparel, accessory (jewelry, etc.) or any mode of appearance may display, advertise or denote any of the following:

- Gang affiliation or gang signs/symbols
- Sexual preferences or symbols
- Death and destruction combative themes
- Racist overtones/hate themes or symbols
- Violent, aggressive or sayings
- Alcohol or tobacco products
- Any other suggestive or offensive
- Profanity or vulgarity or graphics

**Dress Code Guidelines:**

1. Soled shoes must be worn. No shower shoes or house shoes.
2. No student shall be permitted to wear any headgear (cap, hat, hoodie, etc.) other than for religious or medical reasons during the school day.
3. No clothing revealing the midriff or lower back - bare skin cannot be visible while standing or sitting.
4. All shirts, blouses, sweaters must be at least (two) 2 inches wide at the shoulder including “cold-shoulder” tops. All shirts must be size appropriate. Necklines must be no more than three (3) inches below the base of the neck.
5. No sunglasses (unless for medical reasons).
6. Pants, shorts, and skirts must be appropriately sized and worn at the waistline.
  - a. Sagging waistlines or bottoms will not be tolerated
  - b. If a student chooses to wear shorts, the shorts must be of appropriate length, maintaining modesty at all times.
  - c. All skirt lengths must be (three) inches above the knee. Even if wearing something under the skirt, it must be length appropriate.

7. Body piercings are limited to the ears only. No other visible spacers or piercings are allowed.
8. Make up should be modestly applied.
9. Hairstyles that distract from the learning environment/process will be dealt with by administration appropriately.

These standards of dress and grooming do not prohibit the administration from allowing special celebrations that involve variations in dress and grooming. Additional guidelines may be enforced for students who receive three or more dress code violations. Discipline of dress code violations may include warning, parent notification to bring appropriate clothing to school, student sent home for proper clothing, conference, in-school suspension, out-of-school suspension and any other disciplinary actions deemed necessary by administration. These dress code guidelines have been developed in compliance with **board policy 6.310**.

\* If school administrators determine that revisions in the dress and grooming standards are necessary in order to avoid interference in the educational process and/or learning environment, they may make such changes with proper notification to students and parents. Any attire deemed too inappropriate, revealing, or distracting is subject to disciplinary referral.

**Driving:** Students are not allowed to transport themselves to/from school by any means of transportation that requires them to have a license. We will, however, provide the proper paperwork for students to secure a permit if their parents choose for them to do so. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit. Academic performance must also be at a satisfactory level.

Parents may transport students to extra-curricular events provided they have met the requirements of **Board Policy 3.404**.

**End of Day Dismissal:** Students must report directly to their designated area upon afternoon dismissal; car riders to the cafeteria, bus riders to the gym, after school participants to the areas designated by their teacher/supervisor. Students are not to loiter on school property. Students may not remain at school for an after-school function that begins after 3:15. They must be picked up at school and return at the appropriate time.

**Family Resource Center:** Algood Middle School has a Family Resource Center located in the library. Copies of the county and school Family Engagement plan and a copy of the

School Improvement Plan are located there for use by parents/guardians. Materials and resources for parents to encourage and promote their child's learning are also located in the Family Resource Center. Any parent wishing to make suggestions or comments regarding the Algood Middle School Parent Involvement Plan and/or the Algood Middle School Parent Compact, please contact Amy Collins, Family Engagement coordinator, at [collinsa4@pcsstn.com](mailto:collinsa4@pcsstn.com) or by phone at (931) 537-6141 x2806.

**Fighting:** The following is a general guideline and may be modified by the school principal based upon circumstances and the severity of the fight. Weapon use will immediately elevate the fight to a zero tolerance calendar year suspension.

When students are involved in a fight, defined as an exchange of physical blows, combatants will receive the following discipline:

- First Offense: 3 days out-of- school suspension, and possible citation to court.
- Second Offense: 5 days out-of- school suspension, and possible citation to court.
- Third Offense: 10 days out-of- school suspension, and possible citation to court.

Note: In all instances, the school resource officer will be notified of fighting. Additionally, students who incite fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) and students who are caught filming a fight subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, fighting or horseplay will not be tolerated on the campus, on the school bus, or at any school-sanctioned event.

**Fireworks:** Possession of fireworks is a violation of a city ordinance. Violators will be reported to the appropriate authorities as well as being disciplined by the school. The principal or designee will assign out of school suspension, in school suspension, or after school detention accordingly.

**Grading/Report Cards:** Report cards are sent home electronically after each nine-week grading period. A progress report is sent home electronically in the middle of each nine weeks. Information concerning grades may be obtained by contacting the teacher or accessing the student's account on PowerSchool. PowerSchool access information may be obtained from the front office. Parents may request a conference with the teacher(s) by contacting the counseling center or contacting the teacher directly. Teacher emails are



listed on the school website. After the first 4½ weeks progress reports, teachers will send weekly progress reports home for students failing an academic subject.

The following is the Uniform Grading Policy established by the Tennessee State Board of Education (3.301).

Grading Scale: A	Superior	(93-100)
B	Above Average	(85-92)
C	Average	(75-84)
D	Below Average	(70-74)
F	Failing	(69 and below)

Honors Classes: The above grading scale may include the addition of three (3) points to the grades used to calculate the semester average. All academic classes for high school credit offered at Algood Middle School (with the exception of Spanish) are considered honors classes.

Algood Middle School expects all student assignments to be completed and turned in to the appropriate teacher on time. Students who do not complete their work on time and to an acceptable level may be held out of non-academic school activities while they complete or re-do their assignments.

**Gum-** There is no chewing gum allowed in school.

**Hallways/Stairs:** Students should be in the hallways/stairs ONLY at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties that require them to be there. Students are required to have a hall pass which must be signed by the dismissing teacher. Only one student is allowed per hall pass. Keep halls open to traffic by walking to the right. Pass through halls quietly.

**Head Lice:** Please see **School Board Policy (6.4031)**

**Honor Roll:** An honor roll will be published for students with all A's or all A's and B's at the end of each nine weeks grading period.

**Internet/Technology:** All students will be required to read and sign an Internet use agreement in order to have access to school computers. Access to the Internet is provided to students as an educational resource and a privilege. Failure to observe the expectations set forth in the acceptable use policy may result in a loss of access to the Internet as well

as any other appropriate disciplinary and/or legal actions. Please reference PCSS board policy 4.406.

**Leaving School:** If it is necessary for a student to leave school, he/she must be signed out by a parent or guardian in the school office before leaving the building. Leaving early is the same as reporting late.

**Library:** The library provides books, magazines, pamphlets, and audio-visual material for assigned study and recreational reading. All students have access to the Algood Middle School library through activities provided for the whole class, as well as other designated times. Library privileges may be revoked for inappropriate library behavior. Students are responsible for all materials checked out. No materials are to be taken from the library without first being checked out at the circulation desk. Library books and materials should not be loaned to other students and are to be returned directly by the borrower within the allotted time period. Lost books must be paid for at replacement cost.

**Lockers:** Each student is assigned a locker and must use only the locker assigned to them. Administration and/or teachers may make inspections at any time. Do not tamper with any locker. No stickers or writing is permitted on lockers. The school strongly suggests, but does not require that each student have a lock for his/her locker. The school does not assume any responsibility for personal items lost, damaged, or stolen.

**Lost and Found:** The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school. Labeling students' clothing is recommended to make identification and return possible. Lost and Found is located in the hallway as students travel to PE and lunch. Students are asked to bring items found into the office. Items turned in and not claimed will be donated to charity at the end of each month.

**Make-Up Work:** Students have three (3) days from the time they return from an absence to turn in any make-up work. After the 3<sup>rd</sup> day, the student may be held out of non-academic activities until all work is turned in. Make-up work when students are assigned Out of School Suspension will be expected within 3 days after the student returns to school.

**Medication:** Students taking prescription medication or other medication must follow **Board Policy 6.405** regarding medication.

**Money:** Students are not allowed to bring items to sell or trade unless it is a school-sponsored fund-raiser. Students should not carry large sums of money at school.

**Parent Conferences:** Parent-Teacher conferences will be scheduled as needed at the end of the first nine-week and third nine weeks grading periods. Parents are welcome to make appointments with teachers, counselors or administrators at any time by telephoning the school office or sending a note.

**Parent Volunteers:** Parents who have time available for volunteer work are encouraged to do so. Parent volunteers are needed to do clerical work, tutor, and provide library assistance, teacher assistance and academic assistance in the ICU Learning Lab. Any person wishing to become involved as a volunteer should complete a volunteer sheet (found in the student packet) or contact the school secretary at (931) 537-6141.

**Perfect Attendance:** In order to be acknowledged for Perfect Attendance, a student may not have any tardies, early dismissals (even if they return the same day), and/or absences. School related approved field trips do not constitute an absence.

**Physical Education:** The purpose of Physical Education classes is to help students understand and demonstrate the responsibilities they have as individuals, family members, and citizens to act in ways that enhance health for themselves and others. All students are required to participate in P.E. classes unless we receive a written excuse from a doctor.

**Promotion/Retention of Students:** Please see **School Board Policy (4.603)**

**PTSO:** The Algood PTSO (Parent-Teacher-Student Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled three (3) times during the year and are announced several weeks in advance on the school website and in the school newsletter.

**Public Display of Affection (PDA):** Overly affectionate behavior in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in parent contact and possible after school detention or in school suspension (ISS) if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the expectation for appropriate behavior.

**Safety and Emergency Plan:** The Algood Middle School Safety and Emergency Plan is located in the office. Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate, appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for the students.

**School Closing and Early Dismissal:** During periods of inclement weather, it may be necessary to close school, delay the starting time or dismiss early. Local radio stations/TV stations will broadcast announcements regarding school closing or delayed opening/early dismissal. The Putnam County School System's Facebook page will post any changes to a regular school day. In instances that affect school system-wide, the Central Office will also place the announcement on the automated phone message system. Please discuss plans with your child in case of early dismissal.

**School Counseling:** Counseling services are provided to help each student with educational, social, vocational, and personal development. School counselors are in the counseling office daily. Conferences with students receive the counselors' first consideration and are scheduled when needed. Students will need to make an appointment to see a counselor at a time that will not interfere with instructional time. The counselors may assist the student in recommending materials to improve study habits, in planning the school program, in making realistic curriculum selections, in offering aid in adjustment problems, and in offering mediation for conflict resolution. Parents may contact the counselors directly by calling Melissa Morgan at 931-537-4033 or Larra Bush at 931-537-4034

**Search and Seizure (T.C.A. Section 49-6-4204; 49-6-4205):** Search of Locker (a) When individual circumstances in a school dictates a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principals' staff. (b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to the use of dangerous weapons, drugs, drug paraphernalia, which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, and assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which gives rise to reasonable suspicion that dangerous weapons, drugs, or drug paraphernalia are held on school property by one or more students.

Search of persons and Containers – (a) A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. (b) All of the following standards of reasonableness shall be met:

- a. A particular student has violated school policy
- b. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug
- c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students
- d. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution
- e. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student, as well as the nature of the infraction alleged to have been committed

**Substitute Teachers:** It is expected that students will treat all substitute teachers with respect. They are to be considered guests in our school and our aim is for our students to be well mannered, courteous and cooperative.

**Tardies:** Students are expected to be in their classroom when class start. Excessive tardies will result in disciplinary action at the school level. All absences/tardies are unexcused until appropriate verification is presented to the office. The first 2 tardies to class are considered “warnings” and no disciplinary consequences are assigned. On the 3rd tardy to class, the teacher will notify the parent regarding this pattern of behavior. Upon the 4th tardy to class, the teacher will complete a disciplinary referral and submit it to the appropriate administrator. The following is a list of tardy consequences starting with the 4th tardy to class:

- 4th tardy = 3 days of Lunch Detention
- 5th tardy = 5 days Lunch Detention
- 6th and any additional tardy = student will meet with an administrator and 1 day of ISS will be assigned

**Telephone:** The office telephone is for school business and may be used by students only with the permission of the principal or secretary. Messages and deliveries from home should be left in the office. Students will not be called out of class for messages unless it is an emergency. Students are not to use telephones in any classroom. The school phone number is 931-537-6141.

**Tennessee State Standards:** Go to- <https://www.tn.gov/education/instruction/academic-standards.html>

**Textbooks:** Students are responsible for all textbooks and library books issued or checked out to them. Parents will be required to reimburse the school for any lost or damaged books or equipment.

**Title I:** Algood Middle School is identified as a school-wide Title I school, a federally funded program providing academic support to all AMS students.

**Tobacco Policy:** No student shall be allowed to smoke, chew, or possess tobacco, tobacco products, e-cigarettes or vapor-cigarettes on school premises. Tennessee Code Annotated Section 39-17-1505 (b), (c) states, “Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the tobacco product shall be seized as contraband by the law enforcement officer or school principal. A violation of this section shall be a civil offense, the penalty for which is a civil penalty of not less than ten (10) dollars, nor more than fifty (50) dollars plus court costs. Upon its determination that the person has violated this section, the Juvenile Court shall determine the amount of the civil penalty and shall order the destruction of the tobacco product.”

**Traffic Control:** The entrance to Algood Middle School is on Old Walton Road, the same as previous years with the exit onto Dry Valley Road. Please be patient at the beginning of the year as it always takes a week or two for everyone to become accustomed to the traffic routes. If you plan to exit to the right on Dry Valley Road, please enter the right lane from Old Walton Road. If you plan to exit to the left on Dry Valley Road, please enter the left lane from Old Walton Road. Teachers and staff are stationed in the traffic zone to ensure the safety of every student. Students will wait on the curb for a teacher to release them to go to their cars to ensure the safety of all students. We appreciate your cooperation with their instructions.

**Vandalism/Property Damage:** Our school building and equipment are the property of the Putnam County School District and, as such, are paid for by the taxpayers of Putnam County. Students who destroy or vandalize school property will be required to pay the cost of repair or replacement. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should accidentally damage school property it should be reported to a teacher or the office immediately.

**Visitors:** Former students, or students from other schools will not be permitted to visit Algood Middle School during school hours from 8a.m.-3p.m.. ALL visitors are to sign in at the office and obtain a visitor's pass. Parents that come to eat lunch with their child will have a designated area only with their child outside of the cafeteria.

**Zero Tolerance:** In order to ensure a safe and secure learning environment free of violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or possess a dangerous weapon on school property or to a school event or activity, even if that event or activity is not on school property
2. Any student who assaults a teacher or other employee of the school system