

**Autrey Mill Middle School
Student Handbook and Agenda
2018-2019**

Property of:

Homeroom Teacher: _____ Grade: _____

Daily Bell Schedule

6th Grade	7th Grade	8th Grade
Advisement 8:55 - 9:26	Advisement 8:55 - 9:26	Advisement 8:55 - 9:26
1 st Period 9:31 – 10:18	1 st Period 9:31 – 10:18	1 st Period 9:31 – 10:18
2 nd Period 10:23 – 11:10	2 nd Period 10:23 – 11:10	2 nd Period 10:23 – 11:10
3 rd Period 11:15 – 12:02	3 rd Period 11:15 – 12:02	Lunch 11:15– 11:45
Lunch 12:07 – 12:37	4 th Period 12:07 – 12:54	3 rd Period 11:50 – 12:37
4 th Period 12:42 – 1:29	Lunch 12:59 – 1:29	4 th Period 12:42 – 1:29
5 th Period 1:34 – 2:21	5 th Period 1:34 – 2:21	5 th Period 1:34 – 2:21
6 th Period 2:26– 3:13	6 th Period 2:26 – 3:13	6 th Period 2:26 – 3:13
7 th Period 3:18 – 4:05	7 th Period 3:18 – 4:05	7 th Period 3:18 – 4:05

MISSION: Preparing today's students for tomorrow's challenges.
VISION: Engaging all learners through rigor, relevance and relationship.



2018-2019 School Year

First Semester

August 6	First Day of School
September 3	Labor Day (schools closed)
September 12	Fall Picture Day
October 4	AMMS Professional Day (students off)
October 5	Prof Development Day (students off)
October 8	Student/Teacher Holiday (schools closed)
November 1-2	8 th Grade Savannah Field Trip
November 19-23	Thanksgiving Break (schools closed)
December	AMMS Musical
December	Holiday Concert
December 14-19	Finals – First Semester
December 20	End of First Semester
December 21 - January 4	Winter Break

Second Semester

January 3	Teacher Workday (students off)
January 4	Prof Development Day (students off)
January 7	First Day of Second Semester
January 21	MLK, Jr. Holiday (schools closed)
February 13	Spring Picture Day
February 15	Student/Teacher Holiday (schools closed)
February 18	Presidents Day (schools closed)
February 19	AMMS Professional Day (students off)
March 8	Teacher Workday (students off)
March 11	Prof Development Day (students off)
March 13-15	7th Grade Rock Eagle Field Trip
April 1-5	Spring Break (schools closed)
May	AMMS Play
May	Spring Concerts
May 17-22	Finals Second Semester
May 23	Last Day of School

BEHAVIOR LOG - 1st Quarter

Date	Teacher	Description of Behavior	Consequence					
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TO – Time Out SL–Silent Lunch LD–Lunch Detention ASD - After School Detention
ISS–In School Suspension OSS–Out of School Suspension

BEHAVIOR LOG - 2nd Quarter

Date	Teacher	Description of Behavior	Consequence					
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Handbook Contents



For questions about ...

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4110 Old Alabama Road

(470) 254-7622

<http://ammslions.org>

Mr. J. E “Trey” Martin
Principal

Dr. Mimi Gamel
7th Gr, Assistant Principal

Ms. Anita Erickson
8th Gr, Assistant Principal

Ms. Laurie Chans
6th Gr, Assistant Principal

ADVISEMENT

For all grade levels, time has been included in the school day to provide students with a variety of opportunities, including study hall, remediation and assistance in areas of academic concern, enrichment in areas of academic strength and the opportunity to participate in a school-wide character development program.

Character Education**7 Mindsets - www.7mindsetsacademy.net**

Character education and empowerment program encouraging students to examine 7 mental habits shown to improve long-term happiness and success.

Everything is Possible helps us understand that we are all capable of extraordinary lives. Everything that exists was once an idea that someone believed was possible, and through that belief it became a reality. Through this mindset, you learn to envision a wonderful life, expect greatness, and effectively execute the process of making your dream come true.

Dream Big - Embrace Creativity - Think Positive - Act and Adjust

Passion First teaches that each of us is a unique expression of human existence, and that our lives should be focused on finding our individual genius and sharing it with the world to the maximum extent possible. You will learn to make your dreams authentic, and they will give you the fuel to overcome the many obstacles you'll face along the way.

Focus on Strengths - Explore Your Interests - Make a Stand - Be Authentic



We are Connected helps us understand that everyone who comes into our lives can assist us in living our dreams. Through this mindset, we learn to constantly explore synergies with others, embrace diversity, and relish competition, allowing us to maximize our potential with and through others.

Embrace Everyone - Maximize Positive Relationships - Build Your Dream - Lead with Value

100 % Accountable teaches us that we are not victims of our past, our future is not predetermined, and our lives are what we choose from this moment onward. With a focus on recognizing fears and excuses, this mindset allows us to break down barriers, freeing our minds and focusing our energy to take the critical steps toward our goals.

Own Your Life - Overcome Limiting Beliefs - Focus Your Energy - Grow Through Life

Attitude of Gratitude teaches us that we can use either the positives or negative in our lives as a foundation on which to build. Choose the positives, and we are on our way toward extraordinary success; choose the negative, and we will likely begin a downward spiral. By focusing on the things we have, there is no time to be distracted by what we don't have.

Treasure Yourself - Be More Grateful - Thank it Forward - Elevate Your Perspective

Live to Give teaches us that abundance in one's life is a cycle, and to get love, respect, and financial security, we must learn to give those things. This mindset also teaches that the greatest gift we can ever give is to find and leverage our unique genius to maximize our positive impact on the world, knowing that good things will be returned to us in kind.

Stretch Yourself - Make a Difference - Receive Gracefully - Leave a Legacy

The Time is Now teaches us that all our power exists in the moment. We cannot change the past, and the future hasn't happened; the only thing to do is take purposeful action in the present to create the life of our dreams.

Embrace Every Moment - Get in the Zone - Let Yourself be Vulnerable - Act on Purpose

DEAR Time

Classroom time set aside for teachers and students to Drop Everything and Read. The goal of DEAR is to encourage independent silent reading for extended periods of time on a daily or weekly basis. Students choose the book they wish to read based on interest and ability.

ACADEMIC INSTRUCTION**Academic Dishonesty**

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working on an individual basis, plagiarism (to take and use as one's own the writings or ideas of someone else), or related acts. This includes copying and pasting from websites and/or copying work from another student. When academic dishonesty has been determined, students involved will receive a zero for work done. An alternate assessment will be given at the discretion of the teacher. Additionally, the teacher and student involved are to complete the Academic Dishonesty Form describing the incident. Copies of the report will be given to the student, the designated assistant principal, placed in the student's guidance file, and sent home for the parent's signature. In addition to academic consequences, multiple infractions of academic dishonesty may result in suspension.

Exams

Midterm and final exams will be administered to all 7th and 8th grade students in all core subject areas: mathematics, language arts, science, social studies, foreign language, and reading. Exams for each semester will be comprehensive in nature. Midterm and finals will not be administered earlier than the scheduled date. Students who have an excused absence on the day of the exam must work with that subject area teacher to establish a time to make up the exam after receiving approval from an administrator.

Sixth grade students do not take a Midterm or Final, but will be administered unit tests at the conclusion of the Unit of study.

Homework

- will vary based on content and rigor of the unit as needed
- will vary in length and depth and activity

Homework is intended to:

- prepare for, reinforce, and extend concepts introduced in class
- activate prior knowledge and assess student understanding
- establish study habits and self-reliance
- allow parents/guardians and teachers to monitor student progress

Responsibilities

The final responsibility for homework rests with the student.

Late Work Policy

- Students are expected to turn in work on time.
- Students who do not turn in work will not receive full credit.

6th-7th-8th Grade:

10% off per day for 5 days

After 5 days - 50% max

Zero if never turned in by the end of the unit

- Students who miss work because of an excused absence will receive the opportunity to make up missed work. (Fulton County Policy JBD – Attendances and Absences)
- Students are given one calendar day for each day absent plus one day to turn in the work.

Recovery Policy

1. Recovery should be a "gradeable" experience which allows a student or students to demonstrate mastery of standards in order to "recover" their grade. Recovery options are at the discretion of the teacher and/or department.
2. The maximum a student may earn on a recovery task to replace a failing grade is 70%.
3. When recording the recovery grade in TAC, the grade should reflect the new grade and the original score. For example, if a student received a 60 on a test and then successfully completed a recovery activity on the standard, the new grade in TAC would be recorded as 70.60. This allows parents, teachers, admin, etc. to know that the 70% is a recovery grade.

Testing Schedule

Teachers will work collaboratively to make sure students do not have more than two tests a day in core academic classes. Sometimes it will be necessary to have more than two as per students' schedules. Please note that while teachers will try to administer tests on these dates, situations may arise that may necessitate a change. In addition, quizzes and other forms of assessment do not follow this schedule. Connections and PE teachers may have testing any day of the week.

Tutoring/Help Sessions for Students

All teachers have help sessions (either before or after school) to assist students needing additional help. The day and times of the help sessions are listed in each teacher's course syllabus and on the Autrey Mill web page; <http://ammlions.org> When attending morning help sessions, students will be picked up from the cafeteria by the teacher leading the help session promptly at 8:00am. Students not in the cafeteria when the teacher picks up will miss the help session.

ATTENDANCE

Absences: Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. When a student is absent for any reason, a note from the parent must be sent to the front office within three days.

- An **excused absence** is a personal illness, illness or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.
- An **approved absence** should be prearranged with the principal or designee before the absence occurs. Approved pre-arranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to by the parent and the principal. There is a limit of 6 days for approved absences.
- A **temporary placement** is an assignment of the student by the school to a location other than the normal classroom setting. The placement may include, but is not limited to, in-school suspension rooms and out-of-school suspension.
- A **non-approved absence** is an absence other than an absence that is excused, approved, or is a temporary placement. It includes, but is not limited to, truancy and class cuts.

Tardiness to School: It is the responsibility of the parents and the student for the student to arrive on time. Oversleeping is not a legitimate excuse for tardiness. Excused tardies include illness, medical appointments, and other legal excuses mentioned above. Parents are asked to send a note with the student when he/she is tardy. All students who are tardy must report to the office **before** reporting to class. Chronic tardiness to school or to class may result in disciplinary consequences.

Tardiness to Class: Students are expected to be on time to all classes. If late, a pass from staff or faculty should accompany student.

After-School Activities: In order to participate in any after-school, or extracurricular activity, the student must attend at least half of the school day.

STEPS TO FOLLOW WHEN ABSENT: (Fulton County Board of Education Procedure JBD)

- Parent/guardian should provide a signed note stating the child's name, date(s) of absence(s), and reason for absence. The student should give the note to the **front office** within **THREE** days of returning to school.
- Once ten unexcused absences are recorded for the student, a letter will be sent to the parent from the social worker.
- A student is permitted and encouraged to make up work missed because of excused absences, approved absences, and temporary placement. It is the student's responsibility to check google classroom, contact other classmates, or make contact (email) with the teacher(s) to initiate all makeup work. The contact must be made within **ONE** school day of returning. Students are given one calendar day for each day absent plus one day to turn in the work.
- Parents may request assignments in person, by phone, or by email, if a child is absent 3 or more days. **Homework requests must be made by 9:00 a.m. and may be picked up after 4:15 p.m. on the second day of absence.**
- A physician's statement is required for all absences which exceed 10 consecutive school days in a school year, for all absences that are due to communicable diseases, or under any other conditions deemed necessary by the principal.
- **Work missed during the last week of the semester must be completed within the first ten (10) school days of the following semester.**
- Students will receive the actual grade earned on make-up work if: (a) the absence was excused, (b) a written excuse was submitted within the allotted time, and (c) the make-up work has been completed satisfactorily within the time specified. When an absence is "unexcused" or is "excused" but does not meet the above conditions, the grade the student earns on any make-up work submitted on time may be reduced by ten points at teacher discretion.

BOOKS AND MATERIALS**Lockers**

Students must rent hallway and physical education lockers for the safekeeping of books, devices and personal property. Only school assigned locks may be used on physical education lockers. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. Lockers remain the property of the school and are subject to periodic announced and unannounced inspections by school personnel at any time during the year. Students are NOT to share lockers. Locker rental fees are \$5.00 for a regular hall locker and \$5.00 for a PE locker, for a **total of \$10.00 per year**. Fees may be paid at the time a student registers for school. Checks should be made payable to AMMS. Locker fees are subject to change.

Loss of Personal Items

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and clothing, especially on PE uniforms. All lost articles will be placed in the "Lost and Found." Students are encouraged to check the "Lost and Found" for missing items. The "Lost and Found" is located at the end of each grade level hall. Unclaimed items will be donated to a charitable organization at the end of each four and a half week grading period. Students should not bring large amounts of money to school. All valuables should be left in lockers, particularly during PE. The school cannot be held accountable for lost, damaged, or stolen articles.

Lost Agendas

Please check Lost and Found, Front Office and your Classrooms/Teachers for lost Agendas. A new Agenda may be purchased in the Counseling Office for a fee of \$15.00.

Lost or Damaged Instructional Materials

Students are responsible for the care and protection of technology, textbooks, library books, musical instruments, and other instructional materials, *i.e. iPads (including iPad covers, chargers and accessories)*, calculators, etc. assigned to them or checked out by them. The following sanctions may be taken against a student who fails to return or refuses to pay for lost or damaged technology, textbooks, library books, media materials, or school property, including, but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc.

- Withholding any additional technology, textbooks, library books, media materials or school property until restitution is made.
- Withholding all grade cards, transcripts, or certificates or progress reports until restitution is made.
- Exclusion from ceremonies, dances, intramurals, and/or participation on teams or in clubs.

A record of any outstanding fees, fines, or charges will accompany students' records whenever they move from school to school within the school system, and sanctions may be taken against a student by his/her new school until the student settles matters with his/her former school. Appropriate restitution for any school equipment/materials will be the cost of a new equal item. For damaged school equipment/materials, an assessment and appropriate charge will be determined at the local school level. If a student cannot afford the entire charge, the student will be put on a payment plan until the amount owed is paid in full.

Media Center

The media center operates on an open policy, permitting students almost unlimited access to materials as needed. The center contains a collection of books, periodicals, videos, and recordings, and provides Internet access. Students receive orientation to the media center as part of their interdisciplinary program of studies. The media center is open daily from 8:00 a.m. – 4:00 p.m. The media center charges five cents per day for overdue materials.

CAFETERIA

The school cafeteria offers several choices of nutritious, well-balanced meals each day. Breakfast and lunch programs are available to each student. Meal prices are subject to change by the Fulton County Board of Education.

Breakfast

A breakfast program for students is offered each morning before school from 8:15-8:45 a.m. Students may purchase a variety of individual items ranging in price.

Lunches

Students may choose from a variety of nutritious selections. There is an a-la-carte line where items may be purchased separately. Free/reduced priced meals are provided for students who qualify for these federal programs. Application forms are distributed to all students at the beginning of the school year. The cost of a reduced price breakfast is \$.30; reduced lunch is \$.40. Prices are subject to change.

Parents are encouraged to put money on their students account in the cafeteria. Each student account has two parts: a General account which can be used for any purchase and a Meal account, which can be used for traditional breakfast or lunch only.

Money may be placed in the individual account with cash or check made payable to Autrey Mill Middle School Cafeteria or pay online at "MyPaymentPlus" (<http://school.fultonschools.org/ms/autreymill/Pages/LunchMenu.aspx>) with debit or credit card. Parents can specify which part of the student's account they would like the check credited to on the note line of the check. Fulton County Schools does not allow students to charge in the cafeteria. It is a good idea to have money on your student's account at all times.

Cafeteria Conduct Expectations

- Students should enter the cafeteria in an orderly fashion and go directly to their assigned table.
- Students must get all food, drinks, and other items as they go through the line when called by the counselor or administrator. Students will be provided an opportunity to get "SECONDS".
- **Students may not get up unless given permission to get water or go to the restroom with a Pass.**
- Students should use good manners and speak in a moderate tone of voice. Cafeteria supervisors will enforce cafeteria conduct rules. Students who behave inappropriately will receive consequences.
- Administrators or teachers will dismiss students. Students will check their area to see if it is clean. There will be designated students to help collect garbage and sweep after lunch.

COMMUNICATION**Deliveries for Students at School**

Parents and other individuals **SHOULD NOT** order flowers, balloons, or ***bring fast food lunches*** to be delivered to students at school. Such items create a disruption and will remain in the office until the end of the school day. Any items delivered to school by parents will be held in the office until the student comes to claim it. We work hard to limit interruptions to the classroom, and we **will not** call students to the office to pick up items. Your cooperation is greatly appreciated in this matter.

Home/School Communication**School Newsletter**

Will be available weekly through e-mail and on-line through grade level blogs and our website. The ***Lion's Roar*** informs parents of PTA and school events and contains articles about current events within the school and community. Parents may sign up to receive the ***Lion's Roar*** in homerooms during Sneak Preview by submitting an e-mail address. These email addresses become the basis for our distribution lists. Parents can also sign up for the ***Lion's Roar*** on the school's web page by clicking on the ***Lion's Roar*** link. The ***Lion's Roar*** distribution lists are also used to communicate important, time-sensitive information with our community.

PTA Directory

Produced near the beginning of the year; contains names, addresses, and phone numbers of all families who have given permission to be included. The directory is available with PTA membership.

Office Forms

Sent home throughout the school year and requires parent signatures. These will come either by hard copy with students or electronically through email or school website. These may include course syllabi, field trip permission slips, address verifications, world language placement letters, and intent forms. Please check due dates and return promptly.

Interim Reports

Sent home every 4 ½ weeks. These reports are provided to keep parents apprised of their child's progress in coursework and to notify parents if a child is experiencing a significant decline in achievement or is in danger of receiving a final grade of 70 or below.

Final Semester Grade Reports

Sent home at the end of the semester. Second semester report cards will be mailed to parents to keep.

E-mail

Parents with concerns about any school-related issue are encouraged to seek assistance from school personnel. The best way to reach our teachers is through email. E-mail addresses are listed on the school website. For access, click on "staff." Teachers **do not** have phones in their classrooms, and phones are limited throughout the school. When a teacher receives an email or a phone message, **he or she has 24 hours to respond**. If you have an emergency situation that requires a more immediate response, please feel free to contact an administrator or counselor.

Guidance Counselors

Available for conferences concerning problems at school or home. They are also available to review test scores and student placement. Students and/or parents may request a conference with a counselor.

Home Access Center (HAC)

- Through HAC, you may access pertinent information about your child's attendance, grades, homework assignments, discipline, and much more.
- ***Assignment dates entered into HAC are subject to change in order to meet instructional needs.***
- Please check your child's agenda and/or teachers' Google Classroom for the most up-to-date information concerning assignment due dates, test dates, etc.
- Teachers have ten school days to enter major grades.
- Due to updating procedures for HAC, grades may not appear for 24 hours after being entered.

Parent/ Teacher Conferences

The parent/ teacher conference is a most important form of communication. A teacher or parent may request a conference at any time during the school year. All conferences are to be arranged in advance, and parents are to call or send in a written request. When a conference is scheduled during the school day, parents are asked to check in at the office.

Promotion/Retention Conferences

Conferences will be held for any student with an average of 73% or below in one or more core academic (Math, Language Arts, Science, Social Studies) subject areas.

Website/Twitter

Interested persons can access information about the school on our web site: www.ammslions.org and follow us on Twitter [@ammslions](https://twitter.com/ammslions) and [#ammslions](https://twitter.com/ammslions).

CODE OF CONDUCT

Prompt Prepared Polite Present Positive

Autrey Mill Middle School’s Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will have on the school environment.

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

At Autrey Mill Middle school we expect that all students are prompt, prepared, polite, and present at all times. These can be exemplified by:

- Respecting oneself, others, and the school’s facility and grounds
- Engaging in responsible behavior in all learning and school activities (attend classes regularly, be seated in your seat by the bell, be prepared for class, complete all assignments, and use good manners and good common sense)
- Modeling respectful and responsible behavior to peers and younger students in the community and while acting as school ambassadors
- Conducting oneself in a manner which in no way compromises the safety or wellbeing of others.

Behaviors that will not be tolerated are and will warrant an immediate consequence:

- Defiance
- Disrespect
- Violence of any sort
- Discrimination
- Bullying, cyber bullying, harassment, threats, intimidation
- Theft, vandalism
- Presence of illegal substances or weapons
- Misuse of technology while on school premises
- Honor Code Violation

Classroom Strategies

- Not following these rules in the classroom will result in a discipline consequence.
- **Parents will be contacted by the teacher.**
- Consequences can include:

<i>Ask student the rule</i>	<i>Keep in proximity</i>
<i>Change seating</i>	<i>Loss of privilege</i>
<i>Parent Contact</i>	<i>Re-teach rule</i>
<i>Gentle reprimand</i>	<i>Time Out</i>
<i>Detention – Silent Lunch, Lunch Detention, or After School Detention</i>	

Referrals

- For behaviors receiving a consequence a referral will be written to the grade level administrator and parent contact will be made.
- The grade level administrator will proceed through the FCS Discipline Cycle. This can be found in the Discipline Code of Conduct Handbook on the FCS website.

Time Outs

- Time outs will be served in the ISS Room.
- The ISS teacher will notify parent that the student served a Time Out that day.
- Student will sign in on arrival and complete reflection assignment and any classwork.
- The grade level administrator will be notified on the 2nd time out via an office referral written by the ISS teacher.

- As the Time Outs continue to accrue for a particular student the discipline cycle will continue with the grade level administrator according to the FCS Discipline Cycle.

Detentions

- Detentions may be given for immediate behavior concerns in the classroom.
- The detention cycle will be as follows:
 - *Lunch Detention – to be served in ISS room, notify ISS teacher*
 - *After School Detention – to be served in the Front Office from 4:10-5:15pm*
 - *In School Suspension – to be served in ISS room (student work provided by teachers)*
 - *Out of School Suspension – student stays at home (student work provided by teachers)*

Positive Celebration

- Positive celebrations will be held quarterly throughout the year.
- Celebrations will vary by grade level.
- All students exhibiting the behavior expectations at Autrey Mill will be invited to join. Students, however, who have received a detention, time out, and/or referral within the quarter, will not be allowed to attend.

Assemblies

During school assemblies, plays, and concerts, student behavior should be respectful and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students should give full attention to the performers and show appreciation with appropriate applause. Whistling, shouting, foot stomping, boisterousness, and talking during a program are not appropriate, and may result in disciplinary action.

Students' Role in Conduct

Students have a responsibility to:

- Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework/projects.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, en route to and from school, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of others to learn.
- Accept the consequences of their own actions and follow discipline guidelines adopted by the school and district.

Students have a right to:

- Receive a copy of the guidelines for student behavior.
- Discuss educational concerns with teachers and other school staff members.
- Receive special help, as needed, from professional staff members.
- Receive fair discipline without discrimination in every aspect of the educational system.
- Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
- Review their own records within the appropriate guidelines.

Harassment

AMMS defines harassment as any mean or hurtful behavior that is done on purpose after you are asked to stop. This can include, but is not limited to, the following.

- Pushing, shoving, hitting, spitting, tripping, etc.
- Name-calling, picking on, making fun of, laughing at another person
- "Shunning" or excluding someone from a group or activity
- Using the Internet or cell phone text, picture or video messages to spread put-downs and rumors
- Unwelcome conduct which is directed toward a person because of a person's gender, religion, and ethnicity.

AMMS faculty and staff take harassment very seriously. An administrator will investigate incidents of alleged harassment. If deemed harassment, concerns will be addressed as follows.

- Discussion with teacher, or
- Counseling office referral, or
- Office referral

Harassment should be reported immediately to your teacher, counselor, or grade level administrator. This includes instances when you witness other students being harassed. All reports will be kept confidential.

Candy nor Soda

Students are not permitted to bring candy or soda to school for personal use or to distribute to classmates unless authorized to do so by the school administration.

Items at School

Students are **not permitted** to sell items at school unless authorized to do so by the school administration.

Classroom Conduct Evaluation

Students receive a conduct grade as well as an academic grade for the work done in every class. These grades are determined by the teacher(s) of each class.

Public Detention

Detention is assigned by an administrator or a teacher and is held after school from 4:10 to 5:15 under the supervision of an administrator. Parents of students assigned to public detention will be notified at least 24 hours prior to the detention. Students will be given written notification of the assigned detention(s) to be taken home to the parents. Students will be held accountable for ensuring that parents receive the notification of detention(s). Failure to serve public detention will result in further disciplinary action.

COUNSELING AND GUIDANCE**Role of Counselors**

The counseling and guidance program is designed to help students understand themselves as individuals who have personal worth, potential, unique abilities, and shared social responsibilities. It is developmental in nature and strives to provide a continuous sequence of activities to foster growth in the areas of personal development including interpersonal skills, decision-making skills, citizenship skills, study skills, responsibility, self-concept, and communication skills. Counseling and guidance programs are proactive and preventative. School counselors work to try to meet student needs and to avert crisis situations. Counselors offer individual and group counseling, career education, school entry and exit information, test interpretation services, and directions for securing work permits.

Appointments with Counselors

Counselors are available to the students, parents, and teachers. Students may request an appointment in the counseling office by filling out an appointment slip. It is important that students report to the counseling office promptly when appointments are scheduled. Parents may arrange for a conference or consultation by calling the school or e-mailing the counselor for an appointment. Counseling is a voluntary and confidential service. Certain situations and issues must legally be reported to administrators and/or school social workers.

School Social Worker

The Fulton County School System is dedicated to the goal of helping every student experience success in the school setting. In keeping with this goal, the School Social Worker, under the umbrella of the Student Services Department of the Fulton County School System, provides non-instructional services to students and their families.

Withdrawal Procedures

AMMS requests a work days' notice to withdraw a student. Students are required to return all school equipment and materials to the counseling office. Students are also required to pay any outstanding fines and fees in order to receive a copy of the withdrawal form.

Work Permit

Students may pick up a work permit application from the Counseling Department. Students must be at least 14 years old and must have been officially offered a job.

DRESS CODE**Fulton County Board of Education (Procedure JD, Rule 12):**

1. Students at Autrey Mill Middle School are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety.
2. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming **will not** be permitted. Examples are: lack of cleanliness in person or dress, no shoes, "tennis shoes with wheels", "short shorts", crop tops nor bare midriffs, "tank tops", "see-through clothing", apparel which designates gang or similar organizations, or any dress or grooming that is disruptive to the educational process. Designated dress, required for school activities approved by the principal, shall be acceptable.
3. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of the rule.

Autrey Mill Middle School Dress Code:

1. Hats, caps, head scarves, bandanas, sweatbands, chains, pajama pants or any pants that resemble pajama material, sunglasses, tennis skirts, crop tops, midriff tops, tank tops, spaghetti straps, gloves and coats are not to be worn during school hours.

2. All clothing must be free of suggestive wording, illustrations, or advertisements for items that are illegal for middle school students – i.e. alcohol and tobacco products, etc.
3. Shorts and skirts must be of a **NON-REVEALING LENGTH (MID-THIGH LENGTH)**. If there is a question about the length, the shorts or skirts are probably too short and should not be worn to school. Please note this policy remains in place **even** when the shorts/skirts are worn with opaque tights or leggings.
4. Pants should be worn at the waist and should not sag, and underwear should not be seen. If there are holes or tears in the pants, they must be mid-thigh length or longer. **Any variety of leggings cannot be worn unless underneath a top of appropriate length - mid-thigh length.**
5. Shoes must be worn at all times. Proper dress does not include bedroom slippers or tennis shoes with wheels.
6. Undergarments must not be exposed.
7. Face and body paint, as well as using markers/pens to mark body, are inappropriate for school.
8. Clothing that is excessively revealing such as short mini-skirts, short-shorts, crop tops, tank tops, loosely fitting, low-cut shirts or tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. If you raise your arms and skin shows, your top is too short.

Students and parents are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness.

If a student is determined to be violating the dress code, they will be given a PE uniform to wear for the rest of the day.

EMERGENCY

Clinic and Medical Needs

A clinic supervisor staffs the clinic from 9:10 until 3:35 each day. Students must have a **pass** from a teacher when reporting to the clinic. First aid will be administered in the clinic as needed. The counseling secretary is available at other times if clinic services are needed.

Parents are requested to notify the school of any changes in address or phone numbers that occur during the school year, so that current information is available in case of emergency.

Students are permitted to carry certain medication with them at school only if appropriate forms have been signed and submitted. The same applies when medicine must be taken at school. Relevant forms are available on the AMMS website.

Any student who is injured on the school grounds or in the school building at any time must report the injury to the supervising staff member or, if the student is not in class at the time of the injury, go directly to the clinic or office. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by both the supervising faculty member and an administrator.

Emergency Drills

Fire evacuation drills are held on a monthly basis during the school year. One hard lockdown, one soft lockdown, and one shelter drill are held each semester. **It is important that students remain silent, walk in a single file, and follow all instructions of school personnel during these drills. The drill is not complete until all students and staff are back in the building and an announcement is made to conclude the drill.**

Emergency School Closings

Once a decision has been made by the central office to close school due to inclement weather, local TV and radio stations will broadcast this information. Please avoid calling the school.

Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated each year. In the event that these plans are used, the media will notify parents.

In the event of an emergency, if it becomes necessary to remove students from the premises of Autrey Mill Middle School, they will be evacuated to the parking lot of the Country Club of the South Clubhouse. In the event of such an emergency, it would be impossible for parents to contact the school. Students would be released to parents from the alternate site.

Insurance

Student insurance may be purchased through the school office. The three types of insurance that may be obtained are 24-hour coverage, school time coverage, and accidental dental coverage. This does not include damage to band and orchestra instruments, cell phones, iPads, etc. Further information may be obtained through the school office. **Autrey Mill Middle School does not carry insurance to cover accidental injuries of students. Parents are urged to consider purchasing student insurance.** An insurance policy of some type is required for students participating in overnight field trips.

GRADING

Grade Reporting

Numerical grades will be used to report academic performance in all courses. Please refer to the Late/Missing Assignment Policy in the Academics section of this document. The minimum number of grades will be nine per semester, per subject area. Nine-week classes will have a minimum of six grades.

Grading, promotion, and retention are the responsibilities of the individual teacher and are subject to approval and review by the principal. Careful evaluation by the teacher and principal will ensure that all grades issued and recommendations made will be in the best interest of the student.

Interim grade reports (progress reports) are sent home at the end of each four and a half week period of each semester. Report cards are sent home at the end of each semester. Parents are asked to sign and return all reports and teacher communications within two school days.

Grades earned for interim reports detail progress to that point (except the nine-week connections courses) and are not recorded on the permanent record. The final semester grade is an average of all work completed during the semester and is recorded on the permanent record. For courses offering high school credit, each semester grade will be recorded separately. The grade recorded for a nine-week connections class is a final grade at the end of the nine weeks. The grading scale is based on Fulton County policy. The state of Georgia has set 70 as the minimum passing grade. The final grade is the average of the grade from the first semester and the grade from the second semester.

Grading Scale

A =	90-100
B =	80-89
C =	70-79
F =	0-69
NHI =	Not handed in
EX =	Excused
INC =	Incomplete*
NG =	No Grade**

*Must receive the approval of the principal.

**For students enrolled fewer than 20 school days with no transfer grades. Students with transfer grades will receive an average of the new grades and the transfer grades.

Grading Students When Absent from School

A student is permitted and encouraged to make up work missed because of excused absences, approved absences, and temporary placement. See ATTENDANCE section for clarification.

Promotion/Retention Policy

Promotion or retention in middle school grades (6-8) will be based on student performance for the entire school year. First and second semester grades are averaged out. Any student with an average of 74% or below a Promotion/Retention Conference will be set up by the teacher of record.

Any student who receives an average for both semesters of 69 or below shall fail the subject for the year.

A failing grade in one or two subjects can be made up by the student earning a passing grade in an appropriate subject during a summer school session or other pre-approved remediation opportunity. A failing grade in more than two classes will likely result in retention.

Eighth grade students must have a passing score on the Milestones test in both Reading and Math to be promoted to 9th grade. If they do not pass one or both tests, they will have to retake the Milestones test over the summer after completing remediation. Free Summer School remediation classes will be provided.

PHYSICAL EDUCATION/HEALTH

Dressing Out for Physical Education

All students are required to dress out each day for physical education class. The school's gym uniform will consist of a tee shirt and shorts and may be purchased at the beginning of the school year. Tennis shoes and socks are also a required part of the PE uniform. A portion of each student's academic grade in physical education class is based upon dressing out according to expectations.

Exemptions from Physical Education

All students are required to participate in physical education in the middle school. A medical excuse is not accepted for exemption from required physical education classes/time. Physical education teachers will modify or adapt the class requirements based on recommendations of the physician so those students with medical difficulties or disabilities can succeed.

Physical Education Lockers

The PE department provides lockers and locks on a rental basis. The locker rental fee is \$5.00. Students are required to lock up

all valuables in their assigned lockers. Lock combinations will be given only to the person assigned to the locker. The school administration may make routine locker checks.

Sex Education

The Fulton County School System offers human sexuality education and AIDS education in the required health courses taught in grades 6, 7, and 8. The school system believes that all students should have access to factually accurate and appropriate information on these topics. Students who are informed and understand these facts are better able to make educated, healthy decisions. All instruction in the sex education unit of health is prefaced by the belief that abstinence from sexual activity is best for school-aged children.

All students are required to take a nine-week health education course in each grade level. At least two weeks prior to the sex education unit of the course, a letter will be sent home to parents informing them of their right to remove their minor children from this unit. Parents are requested to sign and return the form indicating whether or not their child is to participate in the sex education unit. Students not participating in the sex education portion of health will be given alternative health assignments. Parents may contact their child’s health teacher to make an appointment to review the materials used in the health course.

STUDENT ACTIVITIES

Clubs/Activities

Autrey Mill strives to offer students a wide range of clubs and activities in which to participate. Students are encouraged to try a variety of activities.

Clubs Offered in Past Years

Academic Bowl	Jr. HOSA Club
Art Club	Jr Thespians Dramatic Society
Chess Club	Knit Knackers
Computer/Technology Club	Math Counts
Debate Club	Photography Club
Eco-Venture Club	Power Over Prejudice Club
Fellowship of Christian Athletes (FCA)	Reading Bowl
F.I.G.H.T. Cancer Club	Spanish Club
Interact Club	TSA/Robotics Club

Extramural/ Intramural Program

- A program of **intramural** athletic activities is offered to students from 7:45 - 8:30 a.m., Monday through Thursday.
- In order to participate in the **intramural program**, each student must have an intramural registration form signed by a parent or legal guardian on file at the school. Intramural activities vary each semester. Students should read newsletters and listen to the announcements to learn which activities are to be offered during specific time periods.
- Seventh and eighth grade students (boys and girls) may be selected for a traveling team in a variety of sports in the **extramural program**. The sports offered include: Soccer, Tennis, Volleyball, Tumbling, Basketball, and Track.
- Special regulations exist concerning participation by students on the Fulton County **extramural** teams. Regulations include:
 - If a student does not dress for a connections activity class, the student cannot participate in an after school event for that day.
 - A physical examination documented on the appropriate physical form
 - Proof of insurance coverage.

Acceptable School Conduct

- If a student is suspended in-school, eligibility may be affected for participation in intramural/extramural activities that semester.
- If a student is suspended out-of-school, he/she is not eligible for intramural/extramural activities that semester.
- If a student fails more than one class in the previous semester, including connections, the student does not qualify for intramural/extramural activities that semester.

Junior Beta

We are proud to sponsor a chapter of the National Junior Beta Club at Autrey Mill. The Junior Beta Club recognizes academic achievement and promotes the ideals of character, service, and leadership. Seventh and eighth grade students who have demonstrated high academic success during middle school receive invitations to be a part of Junior Beta near the beginning of the fall semester. Club members are required to participate in service activities both at our school and in the community and also to attend club meetings. The induction ceremony takes place in the spring.

Student Council

The Autrey Mill Student Council is the student government organization that recommends, plans, and sponsors student activities after approval of the school faculty and administration. Grade level representatives are elected during the fall semester and are expected to attend the weekly meetings. Student Council members must maintain a GPA of 2.5 in all classes; conduct themselves in an acceptable manner, and show leadership and responsibility. Student Council representatives must maintain a satisfactory conduct grade (no 3's or 4's) in all classes and can have no suspensions during their term of office. Members of student council will be role models for other students. One office referral or two detentions will result in probation. If a student receives a second office referral, he/she will be removed from student council. If the student holds a position in Student Council, that position will be open for re-election.

Student After School Activities

All after-school functions are chaperoned by school personnel. If the activity is a fundraiser for a club or cause, an admission fee may be charged. Students are expected to abide by all school rules whenever they are in the building or attending any school function. **Any student who receives discipline prior to the event may be ineligible to attend at the discretion of the administration.**

Field Trips

Field trips are a valuable part of the middle school educational process and may be taken at various times throughout the school year. Official Fulton County permission slips must be signed and returned to the school by the deadline assigned.

TELEPHONE OR E-MAIL PERMISSION WILL NOT BE ACCEPTED.

Any student who receives multiple detentions and/or suspension (ISS or OSS) prior to the trip as a result of an office referral may be ineligible to attend this trip at the discretion of administration. This applies from the beginning of the year.

Yearbook

Selected eighth grade students develop a school yearbook, highlighting the year's events. Orders to purchase a yearbook are taken beginning in September. Payments are made directly to our yearbook publisher, Jostens, either through the mail or on-line. Additionally, 8th grade parents will have an opportunity to purchase student ad space. More information on this program will be sent home with 8th grade students.

TECHNOLOGY/DEVICES

Technology Acceptable Use Policy

Each student, parent, and staff member must read, sign, and agree to abide by the **Technology Acceptable Use Policy Guidelines & Fulton County Personalized Learning Device User Agreement** before gaining access to the school's network and computer workstations.

Students are not permitted to install any software or app on any Fulton County computer or device without explicit permission. If a student uses the Internet inappropriately, he/she will receive a warning and/or face discipline consequences.

Damage and Loss fine schedule will be listed in the Fulton County Personalized Learning Device User Agreement. More information can be found on the Personalized Learning page on the Fulton County website (<http://www.fultonschools.org/en/divisions/acd/personalizedlearning/Pages/default.aspx>).

Digital Citizenship

AMMSLions, gmail and Google Apps accounts are for school use only and should not be shared.

Google Apps for Education

GAFE gives students and teachers a range of online options to enrich content creation and collaboration. AMMS provides access to and manages Google Apps for Education accounts for staff and students in the school. Student work created on Google Apps is stored on the Google platform outside of the school district.

Google Classroom

Google Classroom is where teachers communicate with classes regarding class assignments and class expectations. Students are expected to check information posted on a regular basis.

For more information visit <https://support.google.com/edu/classroom>.

Children's Internet Protection Act

The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place to block access to material that may be inappropriate for children. The policy and procedure may be reviewed in the school's media center or on-line at: <http://www.fulton.k12.ga.us>. Students must have parent permission to be granted access to the internet at school.

Cell Phones

Students may bring cell phones to school, but should leave them turned off and in their lockers during the school day. If a student is misusing a cell phone or personal electronic device during the school day, it will be taken from the student and

given to the grade level administrator for parent pick-up. Repeated violations will result in disciplinary action.

Headphones/Earbuds

Students should use earbuds, not large headphones, as requested for a classroom activity by their teacher(s). Students should put away earbuds after class. Students walking around the building with earbuds around their neck or in their ears will have the earbuds taken and given to the grade level administrator for parent pick-up. Repeated violations will result in disciplinary action.

TRANSPORTATION

Dismissal: Two bells will ring for dismissal.

The second bell is for all bus riders.

Any bus rider leaving class at the first bell will be given an office referral and disciplined accordingly.

Bus Riders

Transportation is provided for all students living more than a mile and a half from school and/or for students living in areas designated by the county transportation department as hazardous. Students should recognize that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and the local school. Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is left to the discretion of the administrative staff. Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. If other arrangements are necessary, students must receive permission from the Transportation Department at 770-667-2970. Parents need to note the bus number and cross streets on any note requesting a transportation change. Please visit <http://portal.fultonschools.org/departments/Operations/Transportation/Pages/BusStop.aspx> for further information.

School Bus Disciplinary Rules

All students are expected to follow the rules and procedures outlined in **School Bus Safety Rides with You**. Parents will be notified of student bus violations. Rules include, but are not limited to:

- A. Students shall be prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. These items include but are not limited to cell phones, audible radios, MP3 players without headphones, mirrors, lasers, or flash cameras.
- B. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from t

See "Bus Conduct Disciplinary Procedures" in the *Code of Conduct and Discipline Handbook*.

Bikers/Riders

Bicycle riders may park their bikes in the designated bike rack. Bikes should be locked during the school day as the school cannot accept responsibility for students' bikes. Skateboards, roller skates, roller blades, hover boards, and all terrain vehicles are prohibited on the campus at any time.

Car Riders

Students who arrive by car should be dropped off in front of the school **no earlier than 7:40 a.m.** Students are not to be dropped off at the bus dock. Only cars with valid handicap stickers may use the handicap parking spaces. Students should not be picked up by limousines or party buses.

Late Activities

It is the responsibility of the parent/guardian to pick up students from after school activities/events. Autrey Mill Middle School is not responsible for supervision fifteen minutes after the dismissal of the activity/event. Parents/guardians must assume full responsibility at that time.