

Fulton County Board of Education **“Where Students Come First”**

Mission Statement

Haynes Bridge Middle School provides a safe and supportive learning environment that equips all students with the essential skills and depth of knowledge necessary to be productive and successful in a global community.

School Colors: Red and Royal Blue

School Mascot: Eagle

We value the concept of parents as partners in education and understand that the student’s education extends beyond the school. Parent and community support and assistance are vital in all facets of the school program. It is, therefore, essential that parents be informed and involved in the planning and implementation of policy and program.

Principal

Lauren Malekebu

Assistant Principals

Josh Dove (6th grade)

Rebecca Myers (7th grade)

Administrative Assistant

Rebecca Hall (8th Grade)

Counselors

Torria Fisher (7th grade and 6th grade L-Z)

Pamela Medlin (8th grade and 6th grade A-K)

School Address

10665 Haynes Bridge Road

Alpharetta, GA 30022

School Phone

Office: (470) 254-7030

Fax: (470) 254-2842

School Hours

Instructional Day: 8:50 am – 4:05 pm

Arrival to Dismissal: 8:25 am – 4:30pm

*To accommodate our families, we are providing early arrival at 7:55. Students who come to early arrival are expected to be working on school work or reading a book in the designated holding areas.

ATTENDANCE

To be considered in attendance for a school day, a student must be present for at least 5 periods. Students leaving/arriving at school without meeting this requirement will be considered absent for a school day. Any student who has been absent from school shall present a written excuse to the principal or designee(s) within 3 days of returning to school. The excuse must state the reason for the absence and be signed by the student's parent, legal guardian, or doctor. Students who have missed 5+ days of school may be required to provide additional verification. A referral may be made to the school Social Worker if the student is absent 3 consecutive days and the school cannot get information as to why the student is absent.

ABSENCES

Excused

A student's absence from school or class will be considered excused when it is due to any of the following circumstances:

1. Personal illness of the student
2. Attendance at school would be detrimental to the health of the student or others
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school
5. Observance of religious holidays, necessitating absence from school
6. Conditions rendering attendance impossible or hazardous to the student's health or safety
7. School days missed as a result of an out-of-school suspension
8. Serving as a Page in the Georgia General Assembly
9. *Up to 6 days will be considered excused for the following reasons, if approved by the principal/designee:
 - a. scholarship interviews/college visitations
 - a. travel opportunity with educational benefits
 - b. graduation or wedding of an immediate family member
 - c. specialized educational experience
 - d. other circumstances that are mutually agreeable to the parent and principal
 - e. up to 5 of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas

*These absences will only be considered for students who have less than 3 unexcused absences and less than 6 total absences.

Unexcused

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. After 5, the social worker will be notified, and a letter will be sent home.

Make-up Work for Excused and Unexcused Absences

Parent(s)/guardian(s) and students are encouraged to request make-up work for any excused or unexcused absence. Make-up work may be requested before, during, or after the student's absence.

- Students, who are absent, can ask another student in the same class to get class assignments and homework for them. Alternatively, parents may request assignments in person, phone, letter, or email. Assignments may be picked up 1 school day after the request is made. Make-up work is held in the front office for pick-up.
- It is a parent/student's responsibility to contact the teacher(s) to request make-up work upon returning to school following an absence. The contact should be made on the day the student returns to school.
- Unless an alternative due date is provided, students have the number of days to complete the work equal to the number of days they were absent.
- Final course grades shall not be penalized because of absences if the following conditions are met:
 - (1) the absence is for one of the reasons listed as "excused" previously;
 - (2) a written excuse has been submitted in accordance with this Board policy JBD; and
 - (3) the make-up work has been completed satisfactorily within the time specified by the teacher.

When an absence is "unexcused" under Board Policy JBD, or is "excused" but does not meet the above conditions:

- The grade that a student earns on any make-up work submitted on time may be reduced by ten points.
- Make-up work not submitted will receive a zero.
- Work missed during the last week of the semester must be made up by the tenth school day of the next semester.

Tardy to School

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

1. Excused Tardy: Late arrival to school or class as a result of events described in this document which are a basis for an excused absence or for events which are physically out of one's control such as inclement weather, documented transportation delays, or power outages.
2. Unexcused Tardy: Arriving late to school or class with or without the knowledge of parent/guardian, for oversleeping, parent errands, or other reasons not defined as excused.

3. Fifteen (15) unexcused tardies result in a referral to the school social worker.

A note from the parent or doctor must be presented to the school within 3 school days for the tardy to be excused.

Tardy to Class

Students are expected to be in class when the bell rings for the period to begin. There are four minutes between each class period. Local school consequences will be issued when a student is repeatedly tardy to class.

Check-Outs

If a student needs to be picked up before school is dismissed, a note from the parent should be brought by the student to the office in the morning. Parents must come to the office, with a photo ID, to sign out their children. If an unplanned check out occurs, a note must be presented to the office within 3 school days of the checkout. The Administration should be consulted if there are extenuating circumstances. Transportation changes and student check-outs will not take place after 3:45 pm.

***Reference FCS Board Policy JBD for additional information.**

BACKPACKS

Backpacks may be used to transport items to and from school. Upon arrival, backpacks must be stored in the locker. They may be retrieved at dismissal. Clear bags are allowed to be used to carry school-issued electronic devices during the school day.

BEFORE/AFTER SCHOOL ACTIVITIES

Before/after school activities are offered throughout the year for a variety of purposes. Students are provided with a pass for the specific activity each morning with the assigned sponsor. For after-school activities, students are expected to plan for pick-up prior to coming to school. Clubs are offered based on student interest and availability of faculty sponsor and are held either before/after school or during lunch. Clubs are listed on the Haynes Bridge website. Parents must be pick up by 5:30pm. Students picked up later than 5:30pm will lose the privilege of staying after school. Students may not participate in any before/after school activities on the day of public detention, In School Suspension (ISS) or Out of School Suspension (OSS).

BINDER EXPECTATIONS

- 3"-4" 3-ring binder
- 8-12 tab dividers (without pockets)
- Pencil pouch
- Pencils, pens, highlighters
- Notebook paper
- Graph paper
- Agenda

BULLYING

Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined. Upon a finding by a Disciplinary Hearing Officer that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative education program.

Bullying includes the following:

- Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that;
 - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
 - Has the effect of substantially interfering with the victim student's education;
 - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

***Reference Board Policy JDB for additional information.**

CAFETERIA

Several choices of entrees, as well as a nutritious salad plate, are available each day. Extra portions may be purchased along with the purchase of a meal. Cookies, ice cream, milk and juice are extra items that may also be purchased. Students may purchase lunch or breakfast (8:25am - 8:55 am) on a daily, weekly or monthly basis. Glass bottles are not allowed for safety reasons. Parents/guardians are not permitted to bring lunch or other food for anyone other than his/her own child.

Free and reduced lunch program

The Free & Reduced-price Meal Benefits Program is a part of the National Child Nutrition Program. This program makes free or reduced-priced meals available to qualifying households. Qualifications are based on the gross income of all household members and the number of persons living in the house.

The Fulton County School (FCS) Nutrition Department uses a sales system that assures every child is treated equally. Students receiving free or reduced-price meals are not identified or singled out in any way while they are purchasing a school meal.

Information regarding eligibility is kept strictly confidential.

CONNECTIONS

Connection classes are offered for 2 periods each day. If a student is in a year-long connection class, they would only have 2 of the 9-week connections courses in addition to Health and PE. Decisions regarding participation in a year-long class should be finalized the first 2 weeks of school. These classes may not be dropped after the first 6 weeks of the school year (except in extenuating circumstances). Requests for changes must be made in writing by the parent or guardian and submitted to an Assistant Principal. Changes are made in Connections (9-week classes) only in extenuating circumstances.

DISCIPLINE

All students are expected to be familiar with and to follow Fulton County, HBMS, and classroom guidelines for student behavior. The Student Code of Conduct is provided at the beginning of the school year. All parents and students are expected to review the handbook. Compliance with the requirements of the Code of Conduct is mandatory.

Detention

Detentions can be assigned by a teacher or administrator. Administrative detentions are assigned by administrators and become documented in the student's discipline record. Administrator/teacher will inform parent and student of the assigned detention date. Students who do not serve their assigned detention will receive an additional consequence. Detention is held from 4:15pm-5:15pm. Students cannot participate in any before/after school activities on the day detention is served.

Searches

School officials are authorized to conduct reasonable searches of students, staff and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated a particular law or rules of school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. School computers and school technology resources as defined below, are not private and are open to school review at any time. Student lockers, desks, and all school and classroom storage areas are school property and remain at all times under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by the school authorities for any reason at any time without notice, and without student consent.

***Reference FCS Operation Guideline FEE, Searches, for additional information.**

Investigation

When an administrator receives information of an alleged disciplinary rule violation, he/she should conduct an investigation to determine whether the charge or complaint has a basis in fact. Such investigation may include, but not necessarily be limited to, an interview with the charged student or students, interviews with witnesses, if any, and an examination of any relevant documents, including written statements from teachers, staff and student witnesses. Based on the evidence available the administrator will determine whether a disciplinary rule(s) was violated. If it has been determined that a rule(s) was violated, the administrator will follow the Fulton County Code of Conduct to determine consequences. Haynes Bridge Middle School will not be responsible for loss or theft of contraband items under investigation.

Suspension/Expulsion

Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Fulton County school campus without permission. If less than the number of suspended days remains in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period. Even though there are generally no appeal rights guaranteed by law for students on short-term suspension (10 days OSS or less), the parent/guardian may call the Principal to discuss their child's discipline.

DRESS CODE

FCS Operating Guideline JD states the following:

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress; barefoot or slippers; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. 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 the intent of this rule.

Students must be dressed appropriately for school. HBMS expectations for student dress:

Bottoms

- Shorts, dresses, and skirts must be fingertip length/6" inseam.
- Spandex shorts are only permitted under PE shorts for PE class.
- Pants are to be waist size appropriate and worn securely at the waist.
- Holes in pants must be below finger-tip length.
- Undergarments must not be exposed.
- Leggings are allowed with garments that are long enough to cover the buttocks. Shirt must be at least this length for the full circumference.

Tops

- Tops and/or dresses that reveal the chest are not permitted.
- Tops must cover the torso when arms are raised above head.
- Sleeveless shirts must have sleeves that are at least 4 adult-fingers-wide. Tank tops and tops with "spaghetti straps" are not permitted.
- Off the shoulder shirts are only permitted with a sleeveless shirt underneath that is at least 4 adult-fingers-wide.
- Tops with rips, tears, or holes that expose skin in areas not allowed by the rules for tops are prohibited.
- Undergarments must not be exposed.
- Sheer tops that do not have a dress code top underneath are not permitted.

Other

All clothing must be appropriate with no suggestive, obscene, bigoted wording, pictures, graphics, or mention of drugs, alcoholic beverages or tobacco. In addition, shirts must not have pictures or wording involving violence or the suggestion of a violent action, weapons or the advertising of groups that by suggestion of the lyrics of their songs promote violent or inappropriate behavior.

- Hats/caps, headscarves (except for religious reasons), hair nets, hoods, or any other hair covering deemed inappropriate by administration are not allowed to be worn in school.
- Face/body paint, bandannas, sunglasses, costumes, and gloves are not to be worn in school.
- Shoes must be worn.
- Bedroom slippers and pajamas are not allowed.

Parents and students are expected to honor the dress code. The procedure for dress code violation will be as follows:

1. Staff sends a student violating the dress code to the office.
2. The student is asked to call home for change of clothes.
3. If available a change of clothes will be provided by school. If a change is not available, student will remain in ISS for the remainder of the school day.
4. Continuous noncompliance of the school dress code will result in further disciplinary consequences including, but not limited to, parent conference, detention, In-School Suspension, and/or OSS

Should the school need to make any changes in the dress code during the school year, students and parents will be notified.

ELECTRONICS

According to Fulton County Board of Education Operating Guidelines JD.1.g. Disruption and Interference with School: A student shall not use, display, or turn on a cellular telephone or other personal electronic communication device on school property. Students will be allowed to use their cell phone to call home once they have exited the building and after night events if their ride has not arrived. According to Operating Guideline JD.20, the use of a cell phone is strictly prohibited on Fulton County School buses. Refer to Rule 20 in the Fulton County Code of Conduct. A student who is found with such devices on them, in the "on" position, in use, or having used the device, or displayed except as permitted above, shall have the device confiscated by school staff. Parents/guardians will be responsible for picking up the cell phone from the front office at a time scheduled with the administrator. Students are expected to store their cell phone, turned off, in their locker at school--at their own risk.

Any type of headphone is not permitted to be used outside of the classroom environment. When in the classroom, it is only to be used for educational purposes as determined by the teacher. When not in use, headphones are not allowed to be in the ears.

The school is not responsible for lost or stolen personal electronic devices.

EVACUATION SITE

If our school is rendered inoperable due to an emergency, Centennial High School has been designated as our alternate site.

FIELD TRIPS

Official parental permission indicated by signature is required on the Fulton County Schools Field Trip Permission form. This form must be signed by parent/guardian and returned to the designated staff member by the required deadline. The permission slip will define behavioral/academic expectations for field trip attendance.

GRADES

Syllabus

A course syllabus for each subject will be sent home. The syllabus will outline the expectations for the course and how grades are earned.

Homework

Students are assigned homework that may take 60-90 minutes to complete each night.

HBMS Grading Policy

Parents and students may monitor grades on Infinite Campus. Grades shall be posted within 5 days or the following Monday after the due date (whichever is longer). If a child has not turned in an assignment, a code will be listed to indicate the missing work.

For every quarter each student should have a minimum number of graded assignments in the following areas:

- 2 Summative Assessments
- 4 Formative Assessments
- 4 Progress Checks Assignments
- 4 Homework Assignments

Gradebook Categories and % Weights (for most classes-EOC and World Language are slightly different and posted on the syllabus for each class)

For classes without an EOC

- 45% Summative Assessment
- 35% Formative Assessment
- 15% Progress Check Assignment
- 5% Homework

100% Total

Retakes: Summative Assessments

- All students have the option to retake
- Mandatory retake for assessments when students earned <73% with remediation led by the teacher
- All relevant classwork and minor assessments related to the major assessment should be completed that is missing
- >73%: Students are expected do self-guided intervention unless provided by the teacher and retake the assessment within 10 days of receiving the graded test.
- Original and retake grade will be reflected in the grade book.

Late Work

If an assignment has not been turned in a code will be recorded in the grade book. Students shall lose 10 points per day that an assignment is late (with a maximum late deduction of 30 points)

The grading scale is defined by FCBOE District Policy IHA.

Grading Scale

- 90- 100=A
- 80- 89=B
- 70 -79=C
- 69 –0=F

Report Cards, Progress Reports, Interim Reports

Middle school students will receive a progress report every 9 weeks and a semester report card at the end of 18 weeks. They will receive interim reports at the mid points of each quarter-every 4.5 weeks.

Honor and Super Honor Roll Qualifications

Honor Roll status requires all A's and B's for final semester grades and Super Honor Roll requires all A's for final semester grades. Students must demonstrate model Responsibility, Respect, and Readiness to qualify for these honors.

Honor Code Violation

The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:

- copying or "borrowing" from another source and submitting it as one's own work
- seeking or accepting unauthorized assistance on tests, projects or other assignments
- fabricating data or resources
- providing or receiving test questions in advance without permission
- working collaboratively with other students when individual work is expected

If a student is found to have broken the honor code, consequences including but not limited to, or receiving a zero for the assignment/assessment will be administered.

Make up work

***See Attendance section for Make-up work expectations.**

GUM

Gum is not allowed on campus.

DRUGS AND ALCOHOL

Drugs and alcohol will not be tolerated at our school. No person shall possess, transmit, consume, store, buy, sell, or be under any degree of influence of alcoholic beverages and/or illegal drugs.

Any student involved with alcohol and/or drugs at school will be disciplined based on the Code of Conduct and may face expulsion and criminal charges.

***Reference FCS Operating Guideline JD for additional information**

LIQUIDS

Except for breakfast and lunch, liquid containers (water, juice, etc.) should not be carried by students. Students with a medical need to carry a water bottle must bring a note to the clinic and a pass will be posted in the agenda.

LOCKERS

Students rent lockers for the safe keeping of property. It is the responsibility of the student to guard his/her combination and to see that his/her lockers (hall and gym) are secure at all times. Only those items that can fit securely in the assigned PE locker are to be taken into the locker room. Locker fees are \$25.00 (includes an agenda) per year.

Locker inspections (both announced and unannounced) are conducted periodically. The school is not responsible for items lost or stolen from hall and/or gym lockers. Any damage to a locker should be reported to the front office immediately.

Lockers are not allowed to be decorated on the outside. Lockers are not allowed to be shared-the assigned student for each locker is responsible for all items in and related to that locker. Each grade level has assigned times that students may stop at their lockers.

Locker Break Schedule:

6 th	Period	Time	7 th	Period	Time	8 th	Period	Time
	Arrival	8:40-8:50		Arrival	8:40-8:50		Arrival	8:40-8:50
	After 2 nd	10:39-10:43		After 4 th	12:27-12:31		After 3 rd	11:33-11:37
	After 3 rd	11:33-11:37		After 5 th	1:21-1:25		After 4 th	12:27-12:31
	After 6 th	2:15-2:19		Dismissal	4:05		After 6 th	2:15-2:19
	Dismissal	4:05					Dismissal	4:05

LOST AND FOUND

The school is not responsible for lost or stolen items. This includes school-assigned textbooks and materials. Do not bring valuables and/or large amounts of money to school. Students who find lost articles are asked to bring them to the school office so that they can be sent to the area designated for "lost and found." Lost articles are placed on the rack in the 6th grade hallway for a limited period. Each semester lost and found items that have not been retrieved are donated to North Fulton Charities.

MEDIA CENTER

The Media Center is open from 7:55 a.m. until 4:15 p.m. every day for students.

Books are checked out for fourteen (14) days, and a date due slip will be placed in the pocket of each book. Three (3) books may be checked out at one time. Books may be renewed if there is not a reserve for the title. A fine of \$.05 is charged for each overdue book per school day. Once a book is returned, the unpaid fine will no longer increase. If a student has overdue materials or outstanding fines, he/she must clear these before any additional materials can be checked out. Magazines may be checked out for one night only. The fine for an overdue magazine is \$.05 per day. Students are responsible for paying for books that are lost. If the book is later found, the amount paid (minus \$1.00) will be refunded. Students may not check out materials for anyone other than themselves. Students may print on the black and white printer and the color printer in the Media Center. There is a fee of \$0.25 per page for color printing.

When a student comes to the Media Center without a teacher, he/she must have a signed pass which is specific for the Media Center. Students must sign in when entering the Media Center.

MackinVIA is digital content management system that provides easy access to eBooks, read-alongs, audiobooks, databases, videos and more. Students should use these databases in Mackinvia for a complete comprehensive search for all content using deep discovery search tool.

Sora—The student reading app, by Overdrive. Sora provides the quickest and easiest way to get started with digital titles from our school. Students can simply log in using Launchpad and clicking on Sora-Overdrive and instantly access hundreds of eBooks and audiobooks on virtually any device. You can also download the free Sora app for Android or iOS.

Eagle Reader Program- The goal of Eagle Reader’s program is to finish reading at least 20 books by the end of the year. See the details for requirements and log.

Instructional Materials

The following actions will be taken by the school to address a student who fails or refuses to pay for lost or damaged school property including devices, textbooks, library books, etc.:

- Refusal to issue a replacement.
- Withholding of all grade cards, transcripts, diplomas or certificates of progress until payment is made.
- Fines will be assessed based on district guidance. Written notice will be sent to parents/guardians.

MEDICATION AND EMERGENCIES

All medical needs must be handled through the clinic. Students are not allowed to take medication without written parental permission that is submitted to the clinic. Forms are provided at the beginning of school which outline procedures for storing medication at school. Forms are also available on the website under Parents--Clinic. In order to avoid disciplinary action for unauthorized possession of any medication, these guidelines must be strictly followed. All parents must supply the school with current information regarding actions to be taken in case of an emergency. In case of an emergency, the school will make every effort to notify the parent as quickly as possible.

MESSAGES/DELIVERIES TO STUDENTS

Messages will be delivered to students during dismissal. Students shall not use their cell phones to call/text during the school day. If there is an emergency, students may use the front office phone. Students are encouraged to arrange transportation and after-school activities prior to the start of the school day. Deliveries such as balloons, flowers, etc. are NOT permitted during the school day. If a permissible item is dropped off at school, students must check the white board throughout the day for the item they are expecting.

OBSERVATIONS/VISITATION

Parents and community members have opportunities for observing students in the academic setting through a number of established activities and events. If parents wish to arrange individual classroom or school visitations, they will be provided the opportunity.

The following guidelines will be observed:

- Make the request in writing to administration at least 24 hours prior to the requested visitation time.
- State the purpose of the visit (i.e., identify what is expected to be accomplished by the visit).
- Sign in at the office.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Remain as inconspicuous and non-disruptive to the instructional process as possible.
- Recording of any type is prohibited during the observation.
- Return to the office at the end of the visit.
- Visitations should be limited to one class period during the school day.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students not enrolled at our school are not allowed to visit during the school day.

PARENT/TEACHER CONFERENCES

The parent/teacher conference is an important form of communication, and parents/guardians will be contacted throughout the year for conferences to support a plan for success. Parents/guardians may request a conference at any time. All conferences are to be arranged a minimum of 24 hours in advance. Anytime a conference is scheduled during the school day, parents are to check in at the office before going to the classrooms.

PARTIES

Classroom parties are not a part of the middle school program due to the loss of instructional time. This precludes parents bringing treats, etc.

PROMOTION POLICY

Promotion in middle schools will be based on student performance for the entire school year. A student shall be promoted when, in the professional judgment of the teacher, the principal and other school staff; he/she has successfully met instructional-level standards based on the following criteria:

1. Georgia Standards of Excellence, Georgia Performance Standards, and/or
2. Fulton County School System Curriculum Guides, and
3. Standardized test data, as appropriate.

***Reference FCS Policy IDBA for additional information**

POLICE

HBMS falls under the jurisdiction of Fulton County Police with support from the Alpharetta Police (APD). To assist APD and their K-9 squad with vital training, the police officers and drug dogs conduct periodic searches of both the interior and exterior of our school. These are unannounced training sessions and provide realistic settings for the dogs and their handlers.

SEXUAL HARASSMENT/MISCONDUCT

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of or encouraging the participating the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

STUDENT AGENDA

Students are given one agenda at the beginning of the year and are expected to use the student agenda as an organizational tool as well as a hall pass. Students are always expected to have the agenda with them. Lost agendas must be replaced by the student at a cost of \$10. If a student does not have their agenda at school, and has not purchased a replacement agenda, they are responsible for picking up an agenda page in the front office. At the second request for an agenda page, the student will receive a warning letter and at the third request, the student will receive an administrative detention. For each additional agenda page request, a detention will be assigned.

STUDENT COUNCIL

Student Council is an elected student group that represents the student body in making recommendations for the school. The council is made up of a staff sponsor and students from every grade level. The council makes decisions, recommendations, or works on school-wide events.

SUPERVISION OF STUDENTS (BEFORE AND AFTER SCHOOL)

Due to the faculty work hours, the school cannot assume responsibility for students who arrive before 7:55am or remain after 4:30pm, unless they are involved in scheduled before/after-school activities or are detained because of misconduct. (See **Before-After School Activities**).

TRANSPORTATION

Bus riders 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.

Car riders should not be brought to school earlier than 7:55 a.m. The official start to the day is 8:25 for arrival. Therefore, students who do not follow expectations at 7:55 arrival will have the early arrival privilege removed. Students picked up by car should be picked up no later than 4:30. Supervision will not be provided after 4:30, unless in attendance of a pre-approved after-school club/activity. Parents of students who are left at school past the supervised time will be required to make alternative arrangements for pick-up or have the student ride the bus.

VISITORS, VOLUNTEERS AND CHAPERONES

All visitors, volunteers and chaperones must sign in at the Front Office upon entering the school. An official government ID must be presented on the initial visit. All chaperones and volunteers must complete the on-line Fulton Schools Safety Volunteering registration application at least 48 hours prior to the volunteering event. All visitors must wear the Fulton County Visitors badge while on campus.

WEAPONS POLICY

A person shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon or dangerous instrument, either concealed or open to view, on school property. All weapons and dangerous instruments will be confiscated and given to the local school police officer or other law enforcement agencies as appropriate. For the definition of a "weapon" for the purposes of disciplinary actions, refer to the Code of Conduct.

Note: All handbook information is subject to change. If a change occurs, you will be notified in writing. It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity or service.