



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

*Our mission is to educate every student to be a responsible and productive citizen.*



**Haynes Bridge Middle School  
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.*

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.

We recognize the importance of open communication between home and school and encourage you to share with us your suggestions and/or concerns throughout the year. Communication includes but is not limited to the weekly Eagle Edition (sent via email and posted online); School Messenger; PTA newsletter; and the website. We look forward to working with you and appreciate your support in making this another great school year!

**Principal**

Ms. Lauren Malekebu

**Assistant Principals**

Josh Dove (6<sup>th</sup> grade and 8<sup>th</sup> grade M-Z)  
Rashida Armstrong (7<sup>th</sup> grade and 8<sup>th</sup> A-L)

**School Address**

10665 Haynes Bridge Road  
Alpharetta, GA 30022

**School Phone**

Office: (470) 254-7030  
Fax: (470) 254-2842

**Web Site Address**

<http://www.haynesbridge.com>

**School Hours**

Instructional Day: 8:55 am – 4:05 pm  
Arrival to Dismissal: 8:25 am – 4:35 pm

\*In order 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.

**School Colors:** Red and Royal Blue

**School Mascot:** Eagle

**GENERAL INFORMATION**

**AFTER/BEFORE-SCHOOL ACTIVITIES**

After/before school activities are offered throughout the year for a variety of purposes: music practices, intramurals, clubs, detention, tutoring, etc. For after-school activities, students are expected to make arrangements for pick up prior to coming to school. Students are to sign up for the specific activity each morning with the assigned sponsor. Signing up indicates parent permission to stay and that the parents understand students must be picked up by 5:15pm. Students

who are picked up later than 5:30pm will lose the privilege of staying after school after the second warning. For before school activities, students must have a pass to attend and should arrive at the time the club begins. 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).

#### ALPHARETTA POLICE

HBMS falls under the jurisdiction of Fulton County Police with support from the Alpharetta Police (APD). In an effort 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.

#### ALTERNATE EVACUATION SITE

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

#### ATTENDANCE

In order to achieve strong academic success, a student must be present in school.

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 satisfactory written excuse to the principal or designee(s) within **three (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. Excuses will be kept on file at the school at least until the beginning of the next school year. Students who have missed **ten (10) days** of school or more in a school year may be required to provide additional verification including doctors' statements.

If the student is absent three (3) consecutive days and the school cannot get information as to why the student is absent, a referral will be made to the School Social Worker.

#### Absences

##### Excused Absences

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. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
  - a. scholarship interviews/college visitations
  - b. travel opportunity with educational benefits
  - c. graduation or wedding of an immediate family member
  - d. specialized educational experience
  - e. other circumstances that are mutually agreeable to the parent and principal
  - f. 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 5 unexcused absences and less than 10 total absences.
8. School days missed as a result of an out-of-school suspension.

9. Serving as a Page in the Georgia General Assembly

Unexcused Absences

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, subject to the following:

1. Requesting Make-up Work Before or During an 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 one (1) school day after the request is made. Make-up work is held in the front office for pick-up.

The make-up work is due on the day the student returns unless an alternative due date is provided by the teacher.

2. Requesting Make-up Work After an Absence

Upon returning to school following an absence, it is a student's responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time. 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.

3. Grades for Make-up Work

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, as a result of 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 in order for the tardy to be excused.**

The tardy policy is designed to encourage prompt arrival to class in order to minimize disturbances that occur when a student arrives late and to allow the student to take full advantage of the first class period.

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 and a one minute warning bell. 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 in person 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. Students will not be released from class after 3:45 pm.

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

### **BULLYING**

No student shall bully another student or students. Students who commit bullying behavior are subject to the consequences outlined in the Student Code of Conduct. 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.

Students shall not engage in bullying behaviors. 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 JBD 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 (8:25a.m.-8:55 a.m.) on a daily, weekly or monthly basis.

Student breakfast is \$1.20, student lunch is \$2.60. Adult breakfast is \$1.55, adult lunch is \$ 3.35. Students who bring their lunches are to furnish their own silverware, napkins and condiments, etc. Glass bottles are not allowed for safety reasons.

Students are expected to help maintain a clean, orderly and pleasant environment in the cafeteria.

Parents/guardians are not permitted to bring lunch or other food for anyone other than his/her own child. Please be reminded that we do not have parties at the middle school. This includes the lunch period.

### **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.

Households must submit a new free & reduced application each school year. Applications take up to 10 days to process. Households are responsible for meal payment until the application is approved. Returning students maintain last year's status for the first 30-days of the new school year.

**For quicker processing, we encourage you to complete the application online.** Visit- [www.fulton.schoollunchapp.com](http://www.fulton.schoollunchapp.com) to begin the online application process. Contact the **School Nutrition Program at (470) 254-2220** or email [freeandreduced@fultonschools.org](mailto:freeandreduced@fultonschools.org) **if you have any questions about the online application.**

#### CLASSROOM 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.

#### CLUBS

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.

#### CONNECTIONS

Connection classes are offered for two (2) periods each day. All students are required to take a nine (9) week course of Health and a nine (9) week course of PE. The other nine (9) week Connection class offerings are General Music, Art, AVID, Teen Leadership, and Engineering. If a student is in a year-long connection class of AVID, Engineering, band, orchestra, or chorus, they would only have two (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 two (2) weeks of school. These classes may not be dropped after the first six (6) weeks of the school year (except in extenuating circumstances). Requests for changes must be made in writing by the parent or guardian. Changes are made in Con-

nections (9 week classes) only in extenuating circumstances.

#### DETENTION

Detentions are defined as either PUBLIC or PRIVATE. Private detentions are assigned by and under the supervision of an individual teacher. Public detentions are assigned by Administrators and become documented in the student's discipline record. Students' assigned public detentions are notified in writing of the assigned date to serve. Students who do not serve their assigned detention will be assigned ISS (In-School Suspension).

Detention is held each Wednesday from 4:10pm-5:10pm. Students cannot participate in any before/after school activities on the day detention is served.

#### DISCIPLINE

A well-disciplined school promotes the ideal of each student working toward self-management and controlling his or her own actions. All students are expected to be familiar with and to follow the Fulton County, HBMS, and classroom guidelines for student behavior. The Student Code of Conduct is handed out at the beginning of the school year and all parents and students are expected to review the handbook. Compliance with the requirements of the Code of Conduct is mandatory.

#### 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 the 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 school authorities for any reason at any time without notice, and without student consent

**\*Reference Operating 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.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the Code of Conduct recommendation and any other relevant factors.

Suspensions

The Principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story. The student's parent/guardian should be notified of the suspension as soon as possible.

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.

The HBMS philosophy of discipline is based upon the basic premise that students have the right to learn and teachers have the right to teach. At HBMS we provide a positive classroom and school climate which is based upon trust and respect and which fosters self-accountability in students. We establish firm and effective rules with realistic and logical consequences for irresponsible behavior. Some expectations with which students and parents may need to be immediately familiar are as follows:

- Disrespectful and inappropriate language and actions, disruptive behavior and failure to follow instructions will not be tolerated.
- Backpacks may be used only for carrying books back and forth to school and are to be stored in the lockers. (with the exception of the clear bags used for devices)
- Items that are not to be brought to school include **but are not limited to:** toys, electronic equipment such as hand-held televisions, recorders, MP3, IPADs, IPODs, etc. (unless there is permission from a teacher for the purposes of instruction and item may only be used in that teacher's classroom).
- No items may be bought or sold by students on school grounds and/or on school buses. This includes candy and gum, which should not be brought to school for any reason and the sale of any organizational item not sponsored by HBMS or PTA.

The Administration may use a variety of disciplinary methods including student conferences, parent conferences, public or private detention of the student with a teacher or administrator, in-school suspension, out-of-school suspension, or expulsion.

Students who have been suspended in-school or out-of-school will not be permitted to attend before/after-school activities [e.g., dances, performances, etc.] during the period of suspension. Students serving public or private detention may not participate in after-school activities on the day detention is served.

Haynes Bridge Middle School will not be responsible for loss or theft of contraband items under investigation. For detailed Fulton County School policy see Fulton County School's website: [www.fulton.k12.ga.us](http://www.fulton.k12.ga.us)

**\*Reference Board Policy and Operating Guideline JD for additional information**

**DRESS CODE**

**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; shoelessness; "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, or 3" above the knee.
- Bicycle shorts are only permitted under PE shorts for PE class.
- Pants are to be waist size appropriate and worn securely at the waist. Pants should not be a safety impediment to self or others.
- Clothing with rips, tears, or holes that bare undergarments or skin above the knee are not permitted.
- Undergarments must not be exposed.

- Leggings are allowed with tops 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 are revealing are not permitted.
- 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.
- Clothing with rips, tears, or holes that expose skin are not permitted.
- Undergarments must not be exposed.
- Sheer tops that do not have a dress code top underneath are not permitted.

**Other**

- All clothing be appropriate with no suggestive or obscene wording, pictures, graphics, or mention of drugs, alcoholic beverages or tobacco, nor may they be in violation of the bigotry policy included in the handbook. 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, hair nets, or any other hair covering deemed inappropriate by administration are not allowed to be worn in school.
- Hair/face/body paint, bandannas, sweat bands, sunglasses and gloves are not to be worn in school.
- Shoes must be worn at all times. Bedroom slippers or "shower" shoes are not to be worn in school.
- Clothing intended for after-school sports and other activities are not to be worn.
- 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
4. Continuous noncompliance of the school dress code will result in further disciplinary consequences including, but not limited to, parent conference, detention, and/or In-School Suspension.

There will be no exceptions to the dress code unless parents and students are notified otherwise. Should the school need to make any changes in the dress code during the school year, students and parents will be notified.

#### ELECTRONIC COMMUNICATION

**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.** However students will be allowed to use their cell phone to call home at dismissal and after night events if their ride has not arrived.

**According to Operating Guideline JD.18, the use of an electronic device, such as a cell phone, is strictly prohibited on Fulton County School buses.**

A student who is found with such devices in the "on" position, in use, or having used the device, or displayed except as permitted above, shall have the device confiscated by a school administrator. The school administrator will notify the parents that they have ten business days to pick up the phone. The student's first violation of this rule will result in confiscation of the cell phone and a warning. The student's second violation of this rule will result in the confiscation of the cell phone and public detention and/or other appropriate disciplinary action. The third violation of this rule will result in confiscation and locally determined disciplinary action. The phone must be picked up by a parent or guardian at a time scheduled with the administrator.

Students are able to store their cell phone in their locker at school, at their own risk. The exception to this rule is when there is an approved Bring Your Own Device (BYOD) program in the school or

classroom and separate guidelines for usage are provided.

#### FIELD TRIPS

All field trips are carefully planned to ensure beneficial learning experiences and adequate supervision of students. Guidelines for local, in-state, and out-of-state field trips have been developed by the Fulton County Board of Education. Decisions regarding participation are then made by the local school administration based on interest levels of students, teachers and parents. Official parental permission is required.

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. **No letters, phone calls, or faxes will be accepted in lieu of the official field trip permission form.**

#### GRADES

##### Report Cards and midterms

A course syllabus for each subject will be sent home shortly after the school year begins. The syllabus will outline the expectations for the course and how grades are earned. Because of our academic focus, you will find that students are assigned homework that may take 60-90 minutes to complete each night. Students are expected to approach homework seriously, and parents should emphasize its importance.

Students will receive grades throughout the year. Grades can be monitored on the Home Access Center (HAC). Grades will be posted within 5 days or the following Monday of due date (whichever is longer). There will be a report at 4.5, 9, 13.5, and 18 weeks of each semester.

The grading scale is defined by **FCBOE District Policy IHA.**

##### Grading Scale

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



A conduct grade of (1-Excellent, 2-Satisfactory, 3-Needs Improvement, 4-Unsatisfactory) will be issued for each class. In addition, a teacher may record comments on the report. A general school conduct grade will also be given. The general school conduct grade is based on overall conduct in the halls, cafeteria, team-time, and on field trips. All faculty members may have input into this grade.

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.

#### **Make Up Work**

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

#### **Recovery**

Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when **all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance.** (Low grade is defined as 73 or lower). Teachers will determine when and how students with extenuating circumstances may improve their grades.

**\*Reference District Policy IHA for additional information**

#### **HONOR/SUPER HONOR ROLL QUALIFICATION**

Honor Roll status requires all As and Bs for final semester grades and Super Honor Roll requires all As for final semester grades. Students must have a conduct grade of 1 or 2 to be eligible for these honors.

#### **GUM**

Gum is not allowed to be utilized in any capacity on campus.

#### **HONOR VIOLATIONS**

In an effort to encourage good study habits, fair competition, and positive development in the area of academics and extra-curricular activities, Haynes Bridge staff supports a strong policy against honor violations.

An honor violation is defined as giving or receiving, in any form, information related to a graded experience, whether in or out of class. This also includes forgery, altering school records, or altering another student's assignments to claim as one's own. Examples may include, but are not limited to: **any visual exchange such as cheat sheets, open book or notes, writing on hands, other body parts, shoes, desk, or other instructional equipment; any verbal or coded exchange.** Out of class honor violations include, but are not limited to: **plagiarism, discussing tests with other students who have not yet taken the tests, or copying homework assignments or other graded experiences.**

**Any student found guilty of academic honor violations will receive a grade of 0 (zero) on the assignment or test.** Parents will be contacted by the teacher to inform them of the honor violation. (Refer to the Discipline Cycle for the level of in school or out of school suspension results.)

#### **ILLEGAL DRUGS AND ALCOHOL**

Illegal drugs and alcohol will not be tolerated at our school. No student 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 illegal drugs at school will be disciplined based on the Code of Conduct and may face expulsion and criminal charges.

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

#### **INSTRUCTIONAL MATERIALS**

The following sanctions may be taken against a student who fails or refuses to pay for lost or damaged school property including textbooks, library books, etc.:

- Refusal to issue any additional textbooks, library books or media materials until restitution is made.
- Withholding of all grade cards, transcripts, diplomas or certificates of progress until restitution is made.

Appropriate restitution for a lost book is the cost of a new copy. For damaged books, an assessment and appropriate charge is determined by the school. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials.

### JUNIOR BETA CLUB

Membership in National Junior Beta Club is for seventh and eighth grade students.

- Eligibility is based on two consecutive semesters of academic performance immediately preceding the fall induction. Cumulative Average (CA): The Cumulative Grade average for eligibility is 88 over two consecutive semesters.
- Service: Students must **complete 30** hours of service projects. Service might include volunteering with a club, church, school, home, or community. Evidence of service to others should be documented and include dates, sponsors, and phone numbers to allow verification. Students may complete **10 hours** of service prior to the start of the school year.
- Character: Character must be considered, but what constitutes character will be decided on by the local school staff with approval of the administration.
- Dismissal because of character must be based on written documentation and approved by the administration.
- Any student brought to Tribunal and found guilty may not become a member.
- Any student suspended (in or out-of-school) more than one time during a twelve-month period prior to selection may not become a member.
- Conduct: Eligibility is based on maintaining final quarter or semester conduct grades of satisfactory or higher, i.e. 1 or 2, (includes final

9-week class grade and final quarter or semester school-wide grade).

- There are no caps on membership for Junior Beta Club. Any student who is eligible accepts the invitation to join and pays the appropriate dues will be inducted.

Warnings and Dismissal: A student who fails to maintain the school's established CA will be issued a warning indicating that he/she has one quarter to re-establish the required CA. Failure to achieve the required CA will result in the dismissal of that student from Junior Beta Club. Any student dismissed from Junior Beta Club will not be eligible for re-entry.

Transfer Students: Any student who transfers to a Fulton County School and is already a member of the Junior Beta Club will be accepted once proof has been provided of that membership. That student must then maintain the academic and behavioral standards approved for HBMS.

### LIQUIDS

With the exception of breakfast and lunch, liquid containers (water, juice, etc.) should not be carried by students.

### LOCKERS

Students may rent lockers for the safe keeping of books and personal 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. This includes: not sharing an assigned locker with another student; tampering or altering the locker. Only those items that can fit securely in the assigned PE locker are to be taken into the locker room. Locker rental fees are \$20.00 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. Students are directed and expected to keep their assigned locker secure at all times. Any damage to a locker should be reported to the front office immediately.

## LOST AND FOUND

The school is **not responsible** for lost or stolen items. This includes school-assigned textbooks and materials. Students are discouraged from bringing 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 orange hallway for a limited period of time. Each semester, lost and found items that have not been retrieved are donated to Goodwill.

## 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.
- Four (4) 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.
- Reference materials and flash drives are checked out for **one night only**. There is a \$.25 per day fine for reference books and flash drives.
- 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 processing fee of \$1.00) will be refunded.
- Students may not check out materials for anyone other than themselves.
- 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.

- Students may print on the black and white printer and the color printer in the media center. There is a fee of \$.25 per page for color printing.
- Students may bring an eReader to school if there is a signed permission slip on file in the media center. The permission slip may be printed from the front page of the school website. EReaders may only be used in classrooms with teacher's permission.

## MEDICATION AND EMERGENCIES

Students are not allowed to take medication without written parental permission. All parents must supply the school with current information regarding actions to be taken in case of an emergency (a form is provided for each student at his/her initial enrollment). In case of an emergency, the school will make every effort to notify the parent as quickly as possible. 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.

## MESSAGES/DELIVERIES TO STUDENTS

Only emergency messages will be delivered to students during school hours. Emergency reasons include notification of death, serious illness, or disaster in the family. Please make your transportation arrangements in the morning before school. Any notification of changes in transportation will be given to the student at the end of the day.

Deliveries such as balloons, flowers, etc. are NOT permitted during the school day. **A student will not be called from class for instruments, forgotten homework, projects, or lunches, etc. Items may be left in the front office and note left on the whiteboard. It is the student's responsibility to check the whiteboard throughout the day and in the front office if he/she is missing a lunch or**

**needs an instrument, etc.** Items will not be delivered to the classroom. Lunches that are not picked up will be thrown out at the end of each day. Lunch bags will be placed in the lost and found.

### **OBSERVATIONS/VISITATIONS**

Parents and community members have opportunities for observing students in the academic setting through a number of established activities and events. Although these activities may vary from school to school, many special events are scheduled to showcase student academic endeavors. Examples of events are county-wide science, social studies and academic fairs; music and drama presentations; art displays and academic bowls. Parents may participate directly in the instructional program through volunteer work, field trips, PTA, school advisory committees, and individual parent/teacher conferences, etc.

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 the principal 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.
- 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 due to unnecessary classroom interruption which is detrimental to the learning process.

### **PARENT/TEACHER CONFERENCES**

The parent/teacher conference is an important form of communication, and parents/guardians of struggling students 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.

### **PARENTAL PERMISSION**

#### **(Special Events, Socials, Field Trips, etc.)**

Students may not attend functions without written parental permission. A form with all required information is provided for each event. Students are not allowed to call home on the day of the event for permission to attend except in extenuating circumstances. Administrative approval is required in such situations. Permission forms will be on official Haynes Bridge Middle School letterhead. 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. No letters, phone calls, or faxes will be accepted in lieu of the official field trip permission form.

### **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. Common Core Georgia Performance Standards and the Georgia Performance Standards.
2. Fulton County School System Curriculum Guides, and
3. Standardized test data, as appropriate.

Middle school students in grades 6, 7 and 8 must have a passing grade in language arts, mathematics, social studies, science, reading/world language and one of the following: a combination of grades in the connections segment or the physical education/health connections segment. A passing semester grade in the connections or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of three nine-week grades during the semester. Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. Students who are not promoted are either administratively placed in the next grade or retained in the same grade.

**\*Please reference District Policy IHE for additional information**

#### **SEX EDUCATION AND PARENT NOTIFICATION**

The Fulton County Schools will offer human sexuality education and AIDS education units in the required health courses taught in grades 6, 7 and 8. Sex education/AIDS education is defined as a planned program that shall include instruction relating to the handling of peer pressure, promotion of high self-esteem, local community values, and abstinence from sexual activity as an effective method of preventing acquired immune deficiency syndrome and the only sure method of preventing pregnancy and sexually transmitted diseases. This instruction shall emphasize abstinence from sexual activity until marriage and fidelity in marriage as important personal goals.

Each student will be required to take a nine-week health education course at each grade level. At the beginning of school, a letter will be sent home to parents informing them of their right to remove their child from this unit. Parents are to sign and return the form indicating whether or not the student should participate in the sex education unit.

All materials used in the course are available for parental review. Please contact the school office to make an appointment to review these materials.

**\*Reference District Policy IDBA for additional information**

#### **SEXUAL HARASSMENT**

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual harassment such as 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 expected to have the agenda with them at all times. Lost agendas must be replaced by the student at a cost of \$5.

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 a public 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 made up of a staff sponsor and students from every grade level. Meetings take place regularly and are used to make decisions, recommendations, or work on school-wide events.

**SUPERVISION OF STUDENTS  
(BEFORE AND AFTER SCHOOL)**

Due to 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 After/Before-School Activities).

**TECHNOLOGY ACCEPTABLE USE POLICY**

Each student and parent must read and sign the Guidelines and Procedures Regarding Technology/ Haynes Bridge Middle School Agreement.

**TELEPHONES/FAX USAGE**

All school phones are used for school-related business only. Students are allowed to use phones only to place or receive emergency calls. Students will not be allowed to call home for homework, missing instructional materials, projects, musical instruments, lunch money or lunches, etc. It is the student's responsibility to be prepared for school prior to leaving for school. All other phone usage is at the discretion of the administration. **The FAX machine is for school business ONLY and is not to be used for delivering homework, field trip permission forms, course syllabi, project outlines, etc. to or from home or school.**

**TRANSPORTATION**

County transportation is available for all students living 1.5 miles from their school. Any student taking advantage of this service is 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 the decision of the local school administration.

Students may not ride buses other than the one to which they are assigned. If an emergency arises and a student must go home on another bus, a note must be written by the parent/guardian to request a change of transportation. The bus number must be clearly stated along with the reason and the date. Note was be turned into front office for administrator's signature. Requests for bus changes for more than one day

must be made in writing to the Transportation Department. In the event of an emergency or urgent matter, please contact the school. For further information, contact the Transportation Department (470) 254-2970.

Students who arrive by car 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.

**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.

**WEAPONS POLICY**

A student 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 resource 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. Should a change occur, you would 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.**