

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

*Goal: To ensure all students graduate prepared to pursue and succeed on their chosen*



**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.*

School Colors: Red and Royal Blue  
School Mascot: Eagle

**Principal**

Mrs. Lauren Malekebu

**Assistant Principals**

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

**School Address**

10665 Haynes Bridge Road  
Alpharetta, GA 30022

**School Phone**

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

**School Hours**

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

\*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

## **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 **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 **five (5)+ days** of school may be required to provide additional verification.

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**

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

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 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 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.
- 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
- 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.**

#### 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.**

#### 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 make arrangements for pick up prior to coming to school. Parents must be pick up by 5:15pm. Students who are 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).

#### 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 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 (8:25a.m.-8:55 a.m.) 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. Please be reminded that do not have parties at the middle school. This includes 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.

### **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. If a student is in a year-long connection class 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 Connections (9 week classes) only in extenuating circumstances.

### **DETENTION**

Teacher detentions are assigned by and under the supervision of an individual teacher. Administrative detentions are assigned by Administrators and become documented in the student's discipline record. Students' assigned administrative detentions are notified of the assigned date to serve. Students who do not serve their assigned detention will be assigned ISS (In-School Suspension). Detention is held from 4:10pm-5:10pm. Students cannot participate in any before/after school activities on the day detention is served.

### **DISCIPLINE**

A positive school climate 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 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.

### **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 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.

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.

At HMBS 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 follow instructions and failure to follow directions will not be tolerated.
- Clear bags are encouraged to be used to carry devices. However, backpacks may be used only for carrying items back and forth to school and are to be stored in the lockers.
- Prohibited items include **but are not limited to** toys and any item listed in the Code of Conduct.
- 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.

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; 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, 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 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 are revealing are not permitted. Tops must cover the torso.
- 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 within dresscode.
- 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 and pajamas are not allowed in school.

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, and/or In-School Suspension.
- 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 once they have exited the building and after night events if their ride has not arrived.

Parents/guardians will be responsible for picking up the cell phone from the front office. 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 administrative 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.

## **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.

## **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.

## **GRADES**

### **Report Cards and midterms**

A course syllabus for each subject will be sent home. The syllabus will outline the expectations for the course and how grades are earned. Students are assigned homework that may take 60-90 minutes to complete each night.

Students will receive grades throughout the year. Parents can monitor on the Home Access Center (HAC) and students can monitor grades on Student Access Center (SAC). Grades will be posted within 5 days or the following Monday after the due date (whichever is longer). The four categories and their weights are as follows: Major Assessment (45%), Minor Assessment (35%), Class Work (15%), and Work Ethic (5%). There will be a report at 4.5, 9, 13.5, and 18 weeks of each semester.

#### Grading Scale

90- 100=A

80- 89=B

70- 79=C

69-0=F

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

A conduct grade of (C1-Excellent, C2-Satisfactory, C3-Needs Improvement, C4-Unsatisfactory) will be issued for each class. In addition, a teacher may record comments on the report.

#### **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 A's and B's for final semester grades and Super Honor Roll requires all A's for final semester grades. Students cannot have a conduct grade of C3 or C4 to be eligible for these honors.

#### **GUM**

**\*\*\* No gum on campus \*\*\***

#### **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 or 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 an appropriate consequence.** Parents will be contacted by the teacher to inform them of the honor violation.

#### **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 Operating Guideline JD for additional information**

#### **INSTRUCTIONAL MATERIALS**

The following actions will be taken 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.

## **LIQUIDS**

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

## **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 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. Any damage to a locker should be reported to the front office immediately.

Lockers are not allowed to be decorated on the outside.

## **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 6<sup>th</sup> grade 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 4:10 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 \$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.

## **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 District Policy IDBA for additional information**

## **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.

## **SEXUAL HARRASSMENT**

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.

Intimate body parts are defined as the primary genital area, anus, groin, inner thighs or buttocks of a male or female and the breasts of a female.

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.

For additional information, please reference the Fulton County Student Code of Conduct Rule 16 and 17.

## **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 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 rides 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.

**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.**