

# HOPEWELL MIDDLE SCHOOL

Student/Parent Handbook

2017-2018



***Home of the Mustangs***

*Mission Statement:*

*Teaching, Inspiring, and Empowering all students to  
achieve their potential.*

# **Contact Information**

## **Administrative Staff**

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# Arrival and Dismissal

Neither Hopewell Middle School, nor the Fulton County Board of Education, can assume responsibility for students who arrive on campus before 7:50 a. m. or remain after the end of the school day, unless they are participating in a school-sanctioned activity under the supervision of a teacher or a school official. **Building doors will be locked until 7:50 a.m. No students will be admitted before this time.** We ask that car riders and walkers please not arrive before 7:50 each morning. Upon arrival to school, all students will report to either the gymnasium or cafeteria for quiet visitation time prior to being released to 1<sup>st</sup> Period at approximately 8:40 a.m. Students will be supervised by adults in each location and must abide by student behavioral expectations cited in this handbook. Students are dismissed from school at 4:05 p.m. Students will not be allowed to check out after 3:30 p.m. unless it is an emergency.

## Attendance

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

- An excused absence is a personal illness, illness or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.
- An approved absence should be prearranged through written request to the grade-level Assistant Principal before the absence occurs. Approved prearranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to by the parent and the Administration. **Approved absences are limited to six per year.**
- A temporary placement is an assignment of the student by the school to a location other than the normal classroom setting. The placement may include, but is not limited to, in-school suspension rooms and out-of-school suspension.
- An unexcused absence is an absence other than an excused or approved absence. It includes, but is not limited to, truancy and class cuts.

**Tardiness:** It is the responsibility of the parent(s) and the student for the student to arrive on time to school each morning. Students must be in their 1<sup>st</sup> period class by 8:50 am. **Oversleeping is not a legitimate excuse for tardiness.** Excused tardies include illness, medical appointments, and legal matters. Parents are asked to send a note with the student when he/she is tardy. All students who are tardy must report to the front office **before** reporting to class. Chronic tardiness to school or to class may result in disciplinary consequences. Chronic tardies to school and absences may be referred to the school social worker.

**Early Dismissal:** If a student needs to leave school before normal dismissal time, a note from the parent or guardian requesting early dismissal must be sent to the office on the morning of the requested early dismissal. The student will be listed on the "check out" sheet and will be dismissed from class to come to the office at the time indicated on the note. However, parents or guardians must come into the office in person and present a photo ID to sign out their child. **If a note was not delivered, you may be asked to wait until a class change to pick up your child.** Your cooperation with this procedure is requested as it minimizes interruptions to instruction and ensures safety and security of all students. In an emergency a parent may come directly to the office to request that a student be dismissed early. Students will not be allowed to check-out after 3:30 p.m. unless it is an emergency.

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

1. Parent/guardian should write a note stating the child's name, dates of absences, reason for absence, and parent signature. The student should give the note to the front office within **THREE** days of returning to school.
2. A student is permitted and encouraged to make up work missed because of excused absences, approved absences, and temporary placement. It is the student's sole responsibility to make contact with the teacher(s) to initiate all make-up work. The contact must be made within **ONE**

- school day of returning. The teacher will establish a reasonable time period for completion of the makeup work. This time period will be at least as long as the student's absence.
3. Students are encouraged to contact other students to get class assignments and homework in case of absence. Parents may request assignments in person, by phone, or by e-mail to the teacher if a child is absent more than 2 days. **Homework requests must be made by 9:00 a.m. and may be picked up after 4:00 p.m. on the second day of absence.**
  4. A physician's statement is required for all absences which exceed 10 consecutive school days in a school year, and for all absences that are due to communicable diseases or under other conditions deemed necessary by the principal.

## **Cafeteria Information**

Children need healthy meals to learn; therefore, the Fulton County Schools offer healthy meals that are reasonably priced. The school cafeteria offers several choices of nutritious, well-balanced meals each day. Breakfast and lunch programs are available to each student. **Meal prices are posted on the Hopewell Website and are subject to change by the Fulton County Board of Education.** We also ask that you not bring fast food or other items directly from area restaurants, and under no circumstances should you drop off food meant to be shared with other students during lunch time (including pizza, cupcakes, cookies, etc). We will not accept food items from delivery people, even if you have already paid for it.

A **breakfast** program for students is offered each morning before school from 8:10 to 8:40 a.m. Fulton County Schools offer MEALpay Plus, an online prepayment system. Students/parents may also purchase weekly or monthly lunch tickets in the cafeteria before school on Monday morning. Tickets may be purchased with cash or check made payable to Hopewell Middle School Cafeteria. Glass bottles are not permitted for safety reasons. Students who forget their lunch should see the cafeteria manager. Free and reduced priced meals are provided for students who qualify for these federal programs. As of July 1, 2005, the process for completing these applications changed. This means that households no longer need to complete a separate application for each student. Instead, they will complete one application listing all household members and identifying students who attend a Fulton County School (FCS). The new process is as follows:

- Parents/guardians must complete one application per household indicating the school attended for each student.
- The application should be returned to the school cafeteria manager of the youngest student.
- New students to FCS will pay for meals until the household application is approved.
- Returning FCS students will maintain last year's meal status until the application is approved.
- The approval process will be completed within 10 days.

## **Children's Internet Protection Act**

Internet access is available at school in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for children. Web sites are permitted or denied upon review of the school's Media Committee. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be reviewed in the school's media center or online via the Fulton County website.

**Failure to comply with the school's policy will result in disciplinary action.** A copy of the **Hopewell MS Computer/Internet Use Policy** agreement is included in the Appendix section of the handbook.

## **Dances and After School Activities**

All after-school functions are chaperoned by school personnel. If the activity is a fundraiser for a club or cause, an admission fee will be charged.

Students are expected to abide by all school rules whenever they are in the building or attending any school function. The following rules for dances/evening activities are in effect at Hopewell Middle School:

- Dances/Activities are open only to students currently enrolled at Hopewell Middle School.
- Students should arrive on time at the beginning of the dance/activity.
- Students leaving the building before the conclusion of the dance/activity must be physically picked up by the parent. Student will not be allowed to leave the building without the parent.
- Once students leave, they may not re-enter the building.
- Dances are restricted to the gymnasium and/or cafeteria (and adjoining restroom facilities).
- Students are to comply with the school dress code unless another type of costume or dress has been designated for the occasion.
- Running, horseplay, and roughhousing are prohibited.
- Students must make arrangements to have parents or designees pick them up promptly at the conclusion of the dance/activity. **Those who fail to comply with this may be restricted from participation in future after-school activities.**
- Students absent or suspended from school (in or out) on the day of a dance/activity will NOT be permitted to attend the function.

**Discipline and behavior policies of the school and the school system are in effect at all after school functions.**

## **Hopewell Middle School Dress Code**

Students at Hopewell Middle School follow the dress code guidelines established by the Fulton County Board of Education and are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress and groom themselves appropriately so as not to disrupt or interfere with the educational program or orderly operation of the school. Extremes in dress and grooming will not be permitted. Examples are: lack of cleanliness in person or dress, shoelessness, "short shorts", bare midriffs, tank tops, see-through clothing, apparel which designates gang or similar organization, or any dress or grooming that is disruptive to the educational process. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of the rule.

### **Dress Code Specifics:**

1. Hats, caps, curlers, head scarves, sweat bands, chains, sunglasses, tennis skirts, midriff tops, pajamas, bedroom slippers, gloves and coats are not to be worn during school hours.
2. **Shorts, skirts, and skorts must reach to the student's fingertips when their arms are hanging down.** Running shorts, Soffe shorts, and other athletic shorts are not appropriate if they are not fingertip length.
3. Pants should be worn at the waist and should not sag. Underwear should not be seen.
4. **Tank tops are not appropriate for school.** Shoulders and underarms must be covered at all times.
5. All clothing must be free of suggestive wording or illustrations or advertisements for items which are illegal for middle school students – i.e. alcohol and tobacco products, etc.
6. Clothing with rips, tears, or holes above fingertip length is considered inappropriate for school.
7. Clothing that is excessively revealing such as low-cut shirts or tops, mesh shirts, sheer tops, or shirts exposing the midriff are not to be worn to school. **If you raise your arms and skin shows, your top is too short.**
8. Shoes must be worn at all times.
9. Hair, face, and body paint are inappropriate for school.
10. Any form-fitting "leggings," such as leggings, jeggings, yoga pants, etc., are not appropriate unless worn underneath garments that are fingertip length.

Students and parents are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness. **Students who violate the dress code may be given a change of clothes or parents will be notified to bring in a change of clothing.** Repeated dress code violations may result in disciplinary action.

# Emergency Preparation

## **Emergency Drills**

Fire and/or tornado drills are held on a regular basis during the school year. It is important that students remain silent and follow all instructions of school personnel during these drills.

## **Emergency School Closings**

Once a decision has been made from the central office to close school due to inclement weather, the district will release this information via our mass communication system (School Messenger). Local TV and radio stations will broadcast this information as well. Please avoid calling the school. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated each year.

In the event of an emergency, if it becomes necessary to completely remove students from the premises of Hopewell Middle School, they will be evacuated to Cogburn Woods Elementary School. In the event of such an emergency, it would be impossible for parents to contact the school. Students would be released to parents from the alternate site. **It is important to note that during an emergency, FCBOE policy states that children may not use cell phones. Parents should not attempt to contact their students by cell phone.**

## Field Trips

Field trips are a valuable part of the middle school educational process and may be taken at various times throughout the school year. **Official Fulton County permission slips** must be signed and returned to the school at least two days prior to the day of the trip. **TELEPHONE PERMISSION WILL NOT BE ACCEPTED.** Students may be kept at school during a field trip and given corresponding assignments pertaining to the related content of the trip IF prior disciplinary actions indicate that the student might disrupt others on the trip.

## Grading

### **Grade Reporting**

Interim Reports and/or Progress Reports are sent home at the end of each four and a half week period of each semester, and report cards are sent home at the end of each semester.

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

Numerical grades will be used to report academic performance in all courses. Teachers will use a variety of activities and assessments to assign grades in a course. Each course syllabus outlines the specific breakdown of the final grade in a course.

Grades earned for mid-semester reports are progress reports (except the nine week connections courses) and are not recorded on the permanent record. Semester grades are reflected in Quarter 2 and Quarter 4 on the final report card and transcript. The grade recorded for a nine-week connections class is a final grade at the end of the nine weeks. The grading scale is based on Fulton County policy. The state of Georgia has set 70 as the minimum passing grade.

## Grading Scale

A =	90-100
B =	80-89
C =	70-79
F =	0-69
INC=	Incomplete*
NG=	No Grade**

**\*Must receive the approval of the principal.**

**\*\*For students enrolled fewer than 20 school days with no transfer grades.**

## Promotion Policy

Promotion or retention in middle school grades (6-8) will be based on student performance for the entire school year. Middle school students must have a passing grade in language arts, mathematics, social studies, science and reading/foreign language. 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 placed in the next grade or retained in the same grade. High school credit courses (currently offered in Math, World Language, 9<sup>th</sup> Grade Literature, Science, Intro to Art, and Intro to Digital Technology) must be passed each semester (Quarter 2 and Quarter 4).

Although the school will try to involve parents to the maximum degree possible in an understanding of the student's progress and reason for promotion, retention, or placement, the final decision will be made by a team composed of the principal and other school professionals, such as an interdisciplinary team teacher, a counselor, and/or a member of the Response to Intervention/Student Support Team (RtI/SST). A conference will be held with parents of students considered for retention or placement for the next school year. Intervention strategies to be used shall be discussed and reviewed at the conference. Promotion or retention of students receiving special education services more than 50 percent of the school day shall be determined by the criteria for mastery set forth in the student's Individual Education Plan (IEP).

## Grading Students When Absent from School

1. Students must be enrolled at least 20 days during the semester to receive numerical grades on the report card for the current semester.
2. A student is permitted and encouraged to make-up work missed because of **excused absences, approved absences, and temporary placement.** (See **Attendance** section for clarification.) It is the student's sole responsibility to make contact with the teacher(s) to initiate all make-up work.
3. A student is permitted and encouraged to make up work missed because of non-approved absences. It is the student's responsibility to contact the teacher(s) to initiate all make-up work. The contact must be made within ONE school day of returning to school. If a teacher is not available, the student should inform the principal or designee that he/she wishes to make-up work. The student will be given the same amount of time to make up work as the student was absent.

## Principal's Honor Roll/ Honor Roll

Honor Roll recognition requires that a student earn a 90 average for end of semester grades. Principal's Honor Roll recognition requires a 95 average for end of semester grades.

## Homework

Homework is an important part of academic growth in middle school. Students will be given homework in most classes on a regular basis. Timely, successful completion of this work is a part of each student's evaluation process. Assignments may be overnight or long term. It is important that students complete the work independently so teachers can obtain an accurate assessment of understanding. Parents with questions regarding homework should contact teachers.

The teachers meet on a regular basis to ensure that the amount of homework assigned is reasonable. It is the student's responsibility to complete and turn in homework as assigned. **Students are expected to record/make note of daily homework.**

## **Lost or Damaged School-Issued Instructional Materials**

Students are responsible for the care and protection of devices, textbooks, library books, musical instruments, and other instructional materials (calculators, etc.) assigned to them or checked out by them. A student who fails to return or refuses to pay for lost or damaged devices, textbooks, library books, media materials, or school property, including, but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc., may not be issued additional devices, textbooks, library books, media materials or school property until restitution is made.

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

Each student will be issued a personal device and are responsible for taking care of the device. Students should report device issues immediately and take the media center for repair if necessary. Device fines are:

### **Microsoft Surface 3 Fines Lost/stolen**

☒ 1st offense \$250

☒ 2nd and subsequent offense(s): full replacement cost \$885\*

### **Damaged**

☒ 1st offense: \$100

☒ 2nd and subsequent offense(s): \$300

### **Accessories – Lost or damaged**

☒ Keyboard - \$130 each

☒ Pen – \$60 each

☒ Case – \$40 each

☒ Power Brick – \$20 each

☒ Power cord (USB) – \$20 each

## **Parental Involvement**

### **Home/School Communication**

**Home Access Center (HAC)** is a web-based program available to all HMS parents. You may access grades, upcoming assignments, and the attendance record for your child. Contact the Front Office to access the HAC.



**School/ PTA Newsletters** will be available on-line through our website weekly. The newsletters inform parents of PTA and school events and contain articles and announcements about current happenings within the school.

**PTA Directories** are produced at the beginning of the year and contain names, addresses, and phone numbers of all families. The directory is available with PTA membership.

**Office Papers/Forms** will be sent home throughout the school year and some will require parent signatures. These may include course syllabi, field trip permission slips, address verifications, foreign language placement letters, and scheduling intent forms.

**Interim Reports** will be sent home every 4 ½ weeks. These reports are provided to keep parents abreast of their children's progress in course work and to notify parents if a child is experiencing a significant decline in achievement or is in danger of receiving a final grade of 70 or below. They are not official county reports.

**Official Grade Reports (Progress Reports and Report Cards)** will be sent home at the end of nine weeks and again at the end of the semester.

**The Hopewell Web Site** contains information about the school and can be accessed through [www.hopewellmustangs.net](http://www.hopewellmustangs.net).

**E-mail** addresses are listed on the school website for all Hopewell faculty and staff members.

## **Parent/Teacher Conferences**

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

## **Parent Visitation to the School/Classroom**

Fulton County Schools value the concept of parents as partners in education. Parents and community support and assistance are vital in all facets of the school program. Parents and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Countywide science, social studies, and academic fairs provide opportunities for students to display their creative talents. Instructional programs are further showcased through musical and dramatic presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, chaperoning field trips, membership on school advisory committees, and individual teacher/parent conferences.

Parents of currently enrolled students or prospective students may wish to set up individual classroom or school visitations. The following guidelines shall be observed relevant to parents' visitations:

The parent should:

1. Make the request to the principal in writing at least 24 hours prior to the proposed visit.
2. State the purpose of the visit; i.e. identify what is expected to be accomplished by the visit.
3. Sign in at the office and be escorted to the classroom.
4. Stay no longer than one class period.
5. Refrain from engaging the attention of teachers or students through conversation or other means.
6. Return to the office to sign out at the end of the visit.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. When visiting during regular school hours, guests are required to use the buzzer system at the Front Doors and check in at the Front Office upon entering the building. **Students not enrolled at our school are not permitted to visit during the school day due to unnecessary classroom disruptions, which are detrimental to the learning process.**

## **Volunteers**

Parents are invited to volunteer in the school. Some of the volunteer positions include media center assistants, classroom volunteers, and office volunteers. The PTA coordinates the parent volunteer program.

## **Contacts for Parents**

Parents with concerns about any procedure or part of the school policies are encouraged to seek assistance from school personnel. Teachers cannot be called from class to receive phone calls, but are expected to return calls and emails within 24 hours, excluding weekends and holidays. **It is requested that the following protocol be utilized in asking for assistance. Please follow the order below.**

1. Classroom Teacher
2. Counselor
3. Assistant Principal
4. Principal

## **Physical Education and Health**

### **Dressing Out for Physical Education**

All students are required to dress out each day for physical education class. Tennis shoes and socks are also a required part of PE attire. For safety reasons, students will not be allowed to participate if they are not dressed appropriately for physical education class. This could potentially affect a student's participation grade in PE.

### **Exemptions from Physical Education**

All students are required to participate in physical education in the middle school. Physical education teachers will modify or adapt the class requirements based on recommendations of the physician so those students with medical difficulties or disabilities can succeed.

### **Physical Education Lockers**

The PE department provides lockers and locks on a rental basis. Students are required to lock up all valuables in their assigned lockers. Lock combinations will be given only to the persons assigned to the locker. The school administration may make routine locker checks without prior notice.

### **Health and Sex Education**

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

## **Student Behavior**

### **Assemblies**

During school assemblies and concerts, student behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students should give full attention to the performers and with appreciation shown only through clapping hands. Boisterous behavior is not permitted at any time and could result in disciplinary action.

### **Care of the Building**

Everyone should take pride in our school building and school grounds and do everything possible to keep them clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallways at the end of each class period, during locker breaks and after eating in the cafeteria.

## **Bullying**

The Board of Education policy states that “a student shall not willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or shall not intentionally exhibit a display of force such as would give the victim reason to fear or expect immediate bodily harm...” Bullying should be reported to school officials in a timely manner so that corrective action can take place.

## **Harassment**

One type of misconduct that occurs more in the middle school years than at any other level is harassment. Harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her. Sexual harassment is conduct, either sexual or non-sexual, that is directed toward a person because of a person's gender. School personnel are dedicated to do all we can to stop this type of behavior.

Since harassment and bullying usually happen when adults are not present, it is important for students to inform their teachers or other school personnel when this happens. The administration will investigate these complaints quickly and with the utmost confidentiality in order to protect students. **It is especially important for students to help stop harassment and other types of misbehavior. Your cooperation and help is needed to make this a safe, orderly, and friendly school for all students. If you see something wrong, let your teachers or other school personnel know about it.**

## **Student Conduct Information**

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline, a close, cooperative relationship must exist between home and the school. The Hopewell policies provide for close communication with parents at the onset of discipline problems **so that together we can find alternatives for students.** For the discipline program to be successful, students must make choices for themselves and be responsible for their own behavior. Students who make poor choices cannot and should not place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, ultimately the student is responsible for his/her own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

Students who fail to follow classroom, school, or bus rules and Board of Education policy make it necessary for disciplinary action to be taken.

Students should comply with rules at school, on the way to and from school, or at any school-sponsored activities. In an effort to comply with the implementation of the Hopewell Middle School Discipline Cycle and the Fulton County Discipline Cycle, misbehavior exhibited by students will be handled by local and board policies. All violations are accumulated throughout the school year. Consequences for violation of school rules may include, but are not limited to, low profile interventions, time-out, conferences, private or public detention, in-school suspension, out of school suspension, and referral to a Disciplinary Tribunal for possible expulsion. Detailed information will be sent home with students during fall semester. The Fulton County Board of Education does not authorize the use of corporal punishment as a means of student discipline.

## **Student Misconduct**

All teachers will initially handle minor classroom infractions by means of discussion, classroom or grade-level interventions, parent conference (by phone, e-mail or in person) and teacher assigned detention.

If student misconduct persists, the teacher may submit a referral to the grade-level assistant principal. Should this action become necessary, notice will be given to the parent.

The assistant principal will evaluate the severity of the infraction and the number of previous infractions to determine an appropriate consequence. A phone call and written notice will be sent to the parent.

In cases of severe classroom disruption, abusive language or fighting, teachers may refer the student directly to the administrator in charge for immediate disciplinary action to be determined by the administration.

## Behavior of Students in the Cafeteria

Because teachers are given duty-free lunch, student behavior in the cafeteria is monitored by other staff members. Misbehavior such as making a mess at the table or on the floor, excessive noise, getting out of one's seat constantly, or sitting in the wrong area is not acceptable. A school administrator reviews student misbehavior and recommends appropriate consequences in order to promote a consistent and effective deterrent for those students who habitually misbehave in the cafeteria. The usual result is one/two days of "silent" lunch to be served either in the cafeteria or the in-school suspension room.

In cases of severe cafeteria disruption, such as fighting or throwing food or other objects, students may be brought or sent directly to the office where the administrator in charge will determine what disciplinary action will be taken.

### CAFETERIA RULES:

- Speak quietly – no loud noises or yelling.
- Stay seated unless purchasing food items or returning trays.
- Do not toss or throw anything.
- Leave the eating area clean.
- Respect adult requests.
- Inappropriate use of cell phones or other electronic devices could result in disciplinary consequences.

## Cell Phones

Student cell phone use during school is prohibited unless authorized by a teacher or staff member. If a phone is being used inappropriately (calling, texting, playing games), the student will be subject to disciplinary consequences following the PRIDE Discipline Cycle. Students will not be allowed to use cell phones from "bell to bell." Cell phones should be turned off or put on silent and placed in lockers or device bags.

## Academic Dishonesty

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

## Bus Conduct

All students are expected to follow the rules and procedures outlined in [School Bus Safety Rides With You](#). Parents will be notified of student bus violations. Failure to abide by these safety procedures may result in disciplinary consequences. These consequences could include suspension from the bus.

<b>FIRST OFFENSE:</b>	Warning
<b>SECOND OFFENSE:</b>	Detention
<b>THIRD OFFENSE:</b>	1-3 days off the bus
<b>FOURTH OFFENSE:</b>	3-5 days off the bus

## Classroom Conduct Grade

Students receive a conduct grade as well as a numerical grade for the work done in every class. These grades are determined by the teacher(s) of each class. Students who are selected for participation in special trips, for awards, or to represent the school in special events or competitions, must have conduct evaluations which indicate they are responsible students.

## Honor Code

A copy of the Hopewell Middle School Honor Code is included in the Appendix section of the handbook.

## **Private Detention**

Teachers may host private detention for students with minor violations. Parents will be notified at least 24 hours prior to the detention. Students will be given written notification of the assigned detention(s) to be taken home to the parents. Students will be held accountable for ensuring parents receive the notification of the detention(s).

## **Public Detention**

Public Detention is assigned by an administrator. Parents of students assigned to public detention will be notified at least 24 hours prior to the detention. Students will be given written notification of the assigned detention(s) to be taken home to the parents. Students will be held accountable for ensuring that parents receive the notification of detention(s). Failure to serve public detention could result in further consequences.

## **Student's Role in Conduct**

*Students have a responsibility to:*

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework/projects.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, en route to and from school, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another to learn.
5. Accept the consequences of their own actions and follow discipline guidelines adopted by the school and district.
6. Remove themselves from the situation when physical aggression has or is likely to occur, even if another student has already engaged in that behavior. "Self-defense" is not an acceptable excuse for willingly engaging in a physical confrontation unless the student had no way to remove themselves from the situation.

*Students have a right to:*

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

## **Fulton County Board of Education Conduct Rules**

A copy of the current [Fulton County Schools Middle School Code of Conduct & Discipline Handbook](#) is available for review online, and a parent/guardian should sign off that they have had the opportunity to review it with their child at the beginning of the school year. Please refer to these publications for Board policies regarding student discipline.

# **Support Services**

## **Clinic**

A full-time clinic aide staffs our clinic from 8:15-4:15 every day. To enter the clinic, a student must have a written pass signed by a teacher and showing the time that the student left class. A student returning to class from the clinic should have the same or a similar pass signed by the clinic attendant. A student may be sent to the clinic for treatment of minor illnesses and injuries. Our clinic works under Fulton County Student Health Services guidelines in conjunction with our cluster nurse. If the student is not able to be treated in the clinic, parents will be requested to pick the student up. In case of emergencies (difficulty breathing, excessive bleeding, and severe allergic reaction) local EMS will be called. Parents will most often

be notified of any/all student illnesses or injuries. Not all phone calls will require student pick up. In this instance, we would simply like to notify you about situations as a courtesy. **Medications will not be administered unless appropriate authorization forms are in the clinic. Prescription medications require a physician's signature. The medication has to be provided by the parent, and it must be in the original container.** Any student identified with a chronic illness, needs to have a health care plan on file in the clinic. This allows the school to provide better care for your child during school hours. It also allows the student to maintain a normal school environment. If your child has a chronic illness (asthma, diabetes, seizures, etc.) and the clinic is unaware, please notify the clinic.

#### Is your child too sick to come to school?

The main reasons for keeping your child at home are:

- if (s)he's too sick to be comfortable at school
- if (s)he might spread a contagious disease to other children
- fever of 100.4 F or above (can return to school when without a fever for 24 hours)
- vomiting more than once
- diarrhea
- a very frequent cough
- persistent pain (ear, stomach, etc.)
- rash

Most of these problems need to be discussed with your child's pediatrician to determine if an office visit is needed. There are a number of other communicable diseases that require students to be excluded from school. We follow CDC guidelines and guidelines from the Fulton County Department of Health and Wellness. Additionally, if your child develops any of the symptoms listed above while in school or shows signs of a potentially contagious disease, you will be called to pick your child up immediately.

#### Accidents

Any student who is injured on the school grounds or in the school building at any time must report the injury to the supervising staff member or, if the student is not in class at the time of the injury, go directly to the clinic or office. All safety precautions will be taken. The student will receive any necessary first aid. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by the supervising faculty member and/or an administrator. School insurance is available for purchase (see Insurance information under **Additional Student Information**).

#### Emergency Information

It is very important to update student information and telephone numbers. **Current and accurate information will enable us to contact you. If your contact information changes during the school year, contact the school immediately.**

#### Medication

Internal medication (prescription or over-the-counter) may not be given without the necessary forms on file in the clinic. Prescription medication requires that the prescribing physician sign the form; over-the-counter medication requires that a parent sign the form. **The school does NOT provide over-the-counter medication (i.e. Tylenol, Sudafed, etc.).** Medication (both prescription and over-the-counter) should be clearly labeled and sent to the clinic where it will be administered under the direct supervision of school employees. Students may NOT possess prescription or non-prescription medication while on school property.

## **Counseling and Guidance**

#### Role of Counselors

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

### Appointments with Counselors

Counselors are available to the students, parents, and teachers. Students may request an appointment in the counseling office by filling out an appointment slip. Parents may arrange for a conference or consultation by calling the school for an appointment. Counseling is a voluntary and confidential service.

## **Media Center**

The media center operates on an open policy, permitting students almost unlimited access to materials as needed. The center contains a collection of books, periodicals, clippings, videos, and recordings, as well as provides Internet access. Students receive orientation to the media center as part of their interdisciplinary programs of studies. The Media Center is open in the mornings prior to the beginning of school. Students are expected to utilize the Media Center for research or to receive academic support. The media center charges fines for overdue or lost materials.

## **School Social Worker**

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

## **Technology Use**

Each student and parent must read, sign, and agree to abide by the policies outlined in the Code of Conduct regarding acceptable technology use and guidelines before gaining access to the school's network and computer workstations.

Students are not permitted to bring software or hardware equipment (disks, CD-ROM's, external hard drives, etc.) to school without prior permission from the technology specialist. Student use of the internet will be monitored by staff at all times; Hopewell Middle School has appropriate screening software to block undesired site addresses.

If a student uses the internet inappropriately, he/she will receive warnings and/or face discipline procedures.

## **Transportation**

### **Bus Riders**

Transportation is provided for all students living more than a mile and a half from school. **Students should recognize that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and the local school. Any student failing to do so may be denied the privilege of riding the bus.** The length of time of suspension from the bus is left to the discretion of the administrative staff. **Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop.** In emergency child care situations, a note to ride an alternate bus for that one day must be brought to the front office prior to the start of school. If arrangements for more than one day are necessary, students must receive permission from the Transportation Department at 470-254-2970..

### **Bicycle Riders**

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

## **Car Riders/Carpools**

Students who arrive by car should be dropped off in front of the school no earlier than 7:50 a.m. Students are not to be dropped off at the bus dock. Only cars with valid handicapped stickers may use the handicapped parking spaces.

Parents dropping off or picking up their children should maintain a single file line in the carpool line. Drivers should pull up as far as they can in the carpool lane before students enter or exit the vehicle. Please follow the directions of the Fulton County employees/volunteers on duty to ensure that the carpool line runs smoothly.

## **Additional Student Information**

### **Change of Address/Phone Number/Email**

Please inform the school of any changes in names, address, phone numbers, email addresses, approved pick up contacts or emergency information during the school year. **For the safety and security of all students, it is very important that we have accurate information on each student at all times.**

### **Clubs/Activities**

A wide range of clubs and activities are offered for students before and/or after school. A full listing of these clubs and activities will be available during the fall semester and found on the school's website. Opportunities will be provided for students to enroll.

### **Deliveries for Students at School**

Flowers, balloons and other distracting items will not be delivered to students during school hours. Such items create a disruption during the school day and will remain secured in the school office until the end of the day.

Any item (such as lunches, instruments, PE uniforms, projects, homework, etc.) delivered to school by parents will be held in the office until the student comes to claim it. Parents are to write the student's name on the white board outside the cafeteria. Students will NOT be called to the office for deliveries, nor will parents/delivery persons be permitted to deliver items to the classroom. Your cooperation is greatly appreciated in this matter.

### **Enrollment Requirements**

In order to attend Hopewell Middle School, students must live within the designated attendance zone or possess a hardship letter from the central office of the Fulton County School System. Students entering a Fulton County school for the first time must register at the school. Please contact the Front Office for assistance with this process.

### **Exams**

Midterm and final exams may be administered to students in all core subject areas: mathematics, language arts, science, social studies, foreign language, and reading. Exams for each semester will be comprehensive in nature. No student shall be exempted from an exam and no student will be allowed to take an exam early without prior approval from an administrator. Students who have an excused absence on the day of the exam must work with that subject area teacher to establish a time to make up the exam after receiving approval from an administrator.

### **Insurance**

Information regarding school accident insurance is provided to all parents at the beginning of the school year. The three types of insurance that may be obtained are 24-hour coverage, school time coverage, and dental coverage. **Hopewell Middle School does not carry insurance to cover accidental injuries of students. Parents are urged to consider purchasing student insurance.**



## **Lockers**

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

## **Loss of Personal Items**

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles. All lost articles will be placed in the lost and found. Students are encouraged to check the lost and found for missing items. Unclaimed items will be donated to a charitable organization at the end of each six weeks. Students should not bring large amounts of money to school. All valuables should be left in lockers, particularly during PE. The school cannot be held accountable for lost, damaged, or stolen articles (including cell phones or other personal electronic devices). In the event a student is missing a personal item, the student should make a theft/damage report in the office. Again, the school advises against students bringing to school large sums of money, valuable electronic devices or any other items that would be difficult to replace.

## **Telephone**

Students may not be called from class to talk on the telephone during school hours except in the case of an EXTREME EMERGENCY. As part of an effort to teach responsibility, students are discouraged from calling home during the school day for forgotten items or to make arrangements for after school. If you need to reach your student during school hours, please call the front desk instead of calling/texting your student as this may cause a disruption in the classroom. Students should not be checking their phones from “bell to bell.”

## **Textbooks**

All basic texts are checked out to students for their use during the school year. These books are the property of the Fulton County Board of Education. Textbooks are expected to be clean and handled carefully. Students should write their names and homeroom in ink in the space provided in each of their textbooks. It is the responsibility of the student to keep up with and protect all books with **book covers**. If a textbook is lost or damaged, a fee is charged.

Hopewell Middle School has invested in a state-of-the-art bar-coding software system for all textbooks. This was done to ensure that students are held personally accountable for textbooks issued directly to them through the bar-coding system. It is a very accurate and reliable means of tracking inventory and student fines.

## **Tutoring/Help Sessions for Students**

All teachers allow time before or after school to assist students needing additional help. Notify your teacher in writing 24 hours in advance of the set day if you would like to attend the teacher’s help session. The day and times of the help sessions are listed in each teacher’s course syllabus. In the event the teacher’s day may change, students will be notified on Monday of that week.

A list of community tutors is available in the counseling office.

## **Work Permit**

When students have obtained employment, they may receive a work permit from the Counseling Department. Students must be at least 14 years old.

## **Yearbook**

Students develop the school yearbook, highlighting the events of each school year. Orders to purchase a yearbook will be taken during Information Day and throughout the school year.

**All handbook information is subject to change. Should a change occur, notification will be made in writing and on the school website.**



## Notification of Title IX Grievance Procedure for Students

It is the policy of Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education amendments. As a student of the Fulton County Board of Education, you are protected from sex discrimination in the following areas:

- Admission to most schools
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials and practices
- Vocational Education
- Physical Education
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Health services
- Most other aid, benefits, or services

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed within ten (10) school days of the alleged act by contacting your school principal or the local Title IX Coordinator who has a copy of the grievance procedure. You may also obtain help from the Office of Affirmative Action/EEO, 3121 Norman Berry Drive, East Point, GA 30344, (404) 669-8155.

You will be asked to write down the activities, policies, or procedures which you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, procedures, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to the superintendent and the Fulton County Board of Education.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, US Dept. of Education, 101 Marietta Tower, Room 2702, Atlanta, GA 30323, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the alleged discriminatory act.

In preparing your grievance, you should give thought to the following:

- The exact nature of the grievance – how you believe you may have been discriminated against, and any persons you may believe may be responsible
- The date, time, and place of the grievance
- The names of witnesses or persons who have knowledge about the grievance
- The actions that could be taken to correct the grievance

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedures, or to obtain help in filing a grievance, contact the Office of Affirmative Action/EEO, 3121 Norman Berry Drive, East Point, GA 30344, (404) 669-8155.