

Henderson Middle School
494 George Tate Drive
Jackson, Georgia 30233
770-504-2310

Dear Parents/Guardians and Students,

On behalf of the faculty and staff, we are pleased to welcome you to the HMS family. We have a very talented staff of professionals who look forward to working with you. Through our core academic classes, our innovative connections classes, and first-rate extracurricular programs, Henderson offers challenges and opportunities for every student. Whether you're returning this fall or joining us for the first time, we hope you will find HMS to be an ideal learning environment that promotes sound classroom instruction and high expectations for student success.

As we strive toward setting the standard for quality education, we have provided this handbook. The information in this handbook is designed to familiarize students and parents with key school policies and procedures. We encourage you to read through the handbook carefully, and refer to it as needed throughout the year. Once you have read the information, please sign the Acknowledgement Form and Electric Communications Agreement in the back of this handbook.

Our goal is to ensure that both you and the school will benefit from your time here. We are always available to assist you with any needs or concerns that you may have so please feel free to come and see us. Thank you in advance for your support.

Sincerely,

Henderson Middle School's
Faculty and Staff

Expect More! S.O.A.R!
A community where education is a priority.

We will excel in:

Student Achievement and Growth
Organizational Effectiveness
Relationships and Perceptions

At Henderson Middle School, we have very high expectations for teachers, students and parents. We want our school to provide academic learning and to promote acceptable values and favorable attitudes. We encourage individual discovery, practical experience, and creative work. We want our students to understand now and in the future that hard work and dedication will help them to get the most out of life. These are our expectations for students:

- Students will be expected to respect themselves, respect others and respect our school.
- Students will be expected to take responsibility for their actions.
- Students will be expected to report to class with the necessary materials for participation.
- Students will be expected to put forth effort and give their best in all their classes.
- Students will be expected to strive toward their goals of excellence.
- Students will be expected to be honest and trustworthy.
- Students will be expected to cooperate with staff members at all times.
- Students will be expected to become technologically equipped to meet the challenges of the 21st century.
- Students will be expected to develop an appreciation for their cultural heritage and to acquire skills that make life interesting and enjoyable.
- Students will be expected to work with their peers, appreciating and respecting their differences, while understanding and sympathizing with their feelings.
- Students will be expected to be scholars and champions!

Henderson Middle School:

Home of Scholars and Champions!

Vision and Mission of the Butts County Schools

Vision: ***A community where education is a priority.***

Mission: ***To provide an environment where students and adults expect more and become more.***

Robert Costley, Superintendent, and all of the Staff of the Butts County School System are dedicated to the education of all our children and have developed these expectations for employees and students:

- ***EXPECT*** all students to learn;
- ***EXPECT*** quality instruction;
- ***EXPECT*** all staff to engage every student actively and positively;
- ***EXPECT*** technology to support instruction and operations;
- ***EXPECT*** and retain quality staff through support and development;
- ***EXPECT*** a measurable improvement in student achievement;
- ***EXPECT*** a safe and orderly environment;

Butts County Schools Administration

Superintendent	Mr. Robert Costley
Deputy Superintendent	Dr. Melinda Ellis
Ex. Director of Operations	Mr. Shannon Christian
Special Education Director	Ms. Leonora Clarkson
School Social Worker	Ms. Susan Sarsany
Transportation Supervisor	Mr. Lamar Smith
School Nutrition	Ms. Nicole James

Henderson Middle School Administration

Principal:	Ms. Tracey Allen
Asst. Principals:	Ms. Dashia Josey
	Mr. William Rustin
Learning Support Specialist	Ms. Kendra Jenkins
Counselor	Ms. Lakesha Grooms
Media Specialist:	Ms. Peggy Myers
Athletic Director/Title IX Coordinator:	Mr. William Rustin

General Information

Book bags and Lockers

Each student is assigned his/her own personal locker and is responsible for maintaining the condition of the locker. Defacing lockers with writing, drawings, and stickers is prohibited. Students are not allowed to give their combinations to other students. Lockers will be assigned to every student and **students are not allowed to carry book bags into classrooms.** This may include large purses or any other type of large bag. Please leave your book bag and other non-essential belongings in your locker.

Changes to handbook and/or school policies

It is occasionally necessary to amend school policies during the school year. Any changes to this handbook or other school policies will be posted on the Henderson Middle School website.

Hallways

At class changes there will be a large number of pupils going from one room to another. In order to keep hallway noise and confusion to a minimum, students are asked to be especially quiet and courteous and show respect for your fellow students while making the change as quickly as possible. There should be no running, horseplay, loud or boisterous behavior in the hallways. Students will not be permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass.

Lunches

Students may purchase or receive free/reduced lunch from the school cafeteria. Students are NOT ALLOWED to have food brought in for lunch. However, students may bring a packed lunch from home. Celebrating birthdays during lunch with cake, cookies, or ice cream is acceptable.

Interrogation and Searches

It is the policy of the Board of Education that lockers, desks, and other property furnished to the students remain the property of the Board of Education. Such property is subject to search by school officials.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers, and/or laptops and seize any illegal, unauthorized, or contraband materials discovered in the search. School authorities for any reason may conduct periodic general inspections of

lockers or property at any time without notice, without student consent and without a search warrant.

Grievances

If a student feels that they have been treated unfairly by a student or school employee at Henderson Middle School, they are encouraged to see an administrator. Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Students should remember to obey directives from those in authority first before making a complaint.

If a student wishes to report inappropriate behavior by school staff to the state, contact the Georgia Professional Standards Commission at www.gapsc.com.

Parent Visitation

Parents are always welcome at Henderson Middle School! In order to make your visit to our school as productive as possible, please contact the teacher whose class you would like to visit, the counseling office or the administration of HMS at least 24 hours before your intended visit.

Please let us know if you would like to be a parent volunteer—we will be happy to work around your schedule!

School Closing

Butts County Schools will contact TV stations WSB, WAGA, WXIA and WMAZ and radio station WJGA in the event of a school closing.

Personal Items

Henderson Middle School is not responsible for lost, stolen, or damaged personal items. The staff will make every effort to assist in the recovery of lost, stolen, or damaged items, but shall not be obligated to replace or repair said items.

Pick-up of Students

Students without transportation following after-school events (after-school programs, sporting events, dances, etc.) will be subject to the following: School officials will make every effort to locate a parent or guardian within 30 minutes of the activity's conclusion; if school officials are unable to locate a parent or guardian the City of Jackson Police Department will be notified at (770) 775-7878 for further assistance.

Supervision

Hours of supervision by Henderson Middle School staff and personnel are from 7:05 a.m. until 3:40 p.m. For safety and security reasons, parents should not deliver students prior to 7:05 a.m. Upon arrival on campus, students should remain in the cafeteria until they are dismissed to class.

Withdrawal from School

When a student transfers to another school it is the responsibility of the parent/guardian to contact Henderson Middle School to begin the withdrawal process. Students are required to return all textbooks, library books, or any other property of Henderson Middle School or make restitution for all lost or damaged school material.

Nondiscrimination

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations.

The Butts 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. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Butts County Schools, Human Resources, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300.

The OCR office for Georgia is located at
Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: 404-562-6350
FAX: 404-562-6455; TDD: 877-521-2172

Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights
Customer Service Team

400 Maryland Avenue, SW
Washington, D.C. 20202-1100 Telephone:1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Grades and Grade Reporting

Progress Reports: will be issued every 4 ½ weeks per class.

Report Cards: will be issued at the end of every nine weeks.

Parents now have online access to grades and attendance through our parent portal, Infinite Campus. This allows parents to keep tabs on grades and attendance. If you have questions about your child's grades, please contact the teacher. If you have technical questions, please contact the data clerk. <https://campus.butts.k12.ga.us/campus/portal/butts.jsp>

Make-up Work

It is the student's responsibility, not the teacher's, to schedule dates and times for making up work that has been missed due to absences. This responsibility includes getting any notes that have been missed because of an absence.

Homework

Homework is a necessary part of the academic development of students. It is expected that all homework assignments be completed thoroughly, accurately, and in a timely manner.

Placement in the Gifted Program

For questions regarding criteria and placement in the Gifted Program at Henderson, contact Kendra Jenkins at 770-504-2310.

Grading System

The following grade equivalencies are used for all classes:

A = 90-100

B = 80- 89

C = 70- 79

Failing = 69 and below

I = Incomplete

Please contact the teacher if you receive an "Incomplete" on your progress report or report card.

**5 points will be added to the final grade for each 9 week grading period for all advanced courses.

Promotion and Retention Policies

- Promoted: passing 5 out of 6 subjects for the year, including Connections classes*, with a GPA of 70 or above
- Retained: failing 2 or more subjects for the year, including Connections classes*.

*First segment Connection classes will be averaged for semester averages, as well as, year-end averages. Second segment Connection classes will be averaged in the same manner. These averages are included in calculating a student's semester and/or year-end grade point average.

In order to be considered for Honors/Advanced classes at JHS, students must participate in the Georgia Milestones.

Sports: Football, Softball, Cross Country, Basketball, Wrestling, Baseball, Track, Soccer, Volleyball, Dance Team, Cheerleading

Extracurricular Eligibility

A student must pass 5 out of 6 classes in the semester preceding the activity in order to be eligible to participate in athletics or school sponsored activities. In accordance with the Georgia Middle School Athletics Association, a student is eligible to participate one (1) year at the seventh grade level, and one (1) year at the eighth grade level. Grades are monitored weekly and students that are failing may face consequences that may include the student athlete not being able to participate.

It is expected that each student represent the school, community, and his/her family in a positive manner during all extracurricular activities.

***** Notification that all parents have the right to request to see the qualifications for all teachers and paraprofessionals working with their child. *****

Clubs

Yearbook - Students take pictures throughout the school while developing/organizing yearbook sections. This is a yearlong commitment.

Student Council – Students will serve as ambassadors for the school.

Beta - Students are invited that maintain an “A” average in all classes.

Environmental – Students gather recycling materials weekly.

Fellowship of Christian Students – Students meet every Wednesday morning to hear a guest speaker.

Art – Students enroll in various Art competitions.

For FLEX clubs that are added during the school year, you will be notified through our website.

Henderson Middle School Code of Conduct

Discipline is a vital and integral part of the learning process at Henderson Middle School. Standards are difficult to master if interruptions are present during the learning process. We feel that through our approach to school-wide discipline we can establish an environment that is safe for students, parents, faculty, and staff.

The faculty and staff at Henderson Middle School seek to provide a safe and equitable learning environment for all students. Our goal is to educate not to punish. However, we feel that it is necessary to provide adequate consequences for those students who behave inappropriately. The HMS Code of Conduct is a clear guideline of acceptable behavior. Any student who breaks the code is subject to consequences from teacher and/or administration.

The HMS Code of Conduct applies to every student and is applicable at school, at school bus stops, at any school related events, and misbehavior that occurs in the community. Any staff member (principal, teacher, custodian, or food service personnel) has the right to correct any student at any time for misconduct.

In addition to any consequences listed below, all infractions of the code of conduct may be addressed utilizing any and all support services available to the school, school system, or other public entities or community organizations that may help the student address behavioral problems.

Final decisions with regard to discipline and consequences belong to HMS administrators. We welcome feedback from parents. Parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment.

Disciplinary Definitions

Expulsion: Removal of a student from school based on the recommendations of the Butts County Board of Education Tribunal process.

Suspension: Removal of a student from school by the administration for a period of time not to exceed ten (10) days. Any student suspended from school will be excluded from all school-sponsored activities and will be given an unexcused absence from all classes. Oral notice of the charges and an opportunity for the student to explain and discuss the matter with the principal and/or assistant principal will be given to the student as soon as possible and written notice will be given within twenty four (24) hours to parents or guardians stating the reason for suspension.

In School Suspension: In School Suspension separates a student from the remainder of the student body in a controlled environment. In School Suspension allows the student an opportunity to be disciplined without interrupting his or her education. Students' assignments will be sent to the In School Suspension classroom and students will be required to complete all assignments for each class. The days spent in the In School Suspension room are used for intensive academic work with no communication among students being allowed. **Failure to abide by In School Suspension policies may result in further disciplinary actions being taken.** Students placed in ISS cannot participate in extracurricular activities until the ISS time is completed; this includes athletics, clubs, dances, etc.

Alternative Program: The Butts County School System has established a long-term alternative program. This program has been designed to provide an educational opportunity for those students who cannot demonstrate acceptable behavior in the traditional school environment. The basic rules

and contracts will be explained to students and parents as placement is made.

Work Detail: When appropriate, students may be offered a consequence that will not remove them from the classroom. One consequence may involve working to clean up the lunchroom after a student's lunch. Not only does this reinforce the need for students to appropriately follow rules, but this also reinforces the key civic principle that in a community a person needs to return effort and service to help make the community better for all of its members.

The HMS Code of Conduct is divided into three levels. The levels are defined in the following manner:

Level I – minor acts of misconduct, which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

The following forms of misconduct are considered as Level I offenses:

- Tardiness
- Unauthorized use of electronic devices
- Computer misuse
- Chewing gum, eating food, and consumption of beverages
- Dress code violations
- Minor disruptions
- Any other infraction that the administration defines as a Level I violation.

Level I infractions will be handled in the following manner:

Level I infractions will be addressed as part of a four-step process. The first infraction will result in the teacher issuing a verbal warning to the student and the incident will be noted as "Step 1" on a 4 step discipline form. The second infraction will result in either an assignment to the Time Out Room or a consequence of Silent Lunch and will be noted as "Step 2" on the 4 step form. The third infraction will result in the teacher communicating with the student's parent either by face-to-face conference, telephone call or email. This communication will be used by the teacher to discuss the first,

second and third infractions committed by the student. The fourth infraction will result in an office referral to the appropriate administrator.

Students who are not in compliance with the dress code policy will be given an opportunity to change their clothing or may be assigned to ISS until they are able to comply with the policy.

Parents will be contacted either by the teacher or an administrator. Such contact may be in the form of a parent conference, telephone call, email or documentation of a referral.

Timeout Policy

In many cases the most effective way to control a potentially disruptive situation in the classroom is through the removal of a student. If a teacher feels that this is necessary, he or she will send the student to timeout. The student will then report to the ISS room and will remain in ISS for the remainder of the class period. After the class period has expired he or she will continue with their regular class schedule.

If necessary the teacher may follow up with a discipline referral based on the severity of the infraction committed. The benefit of the timeout policy is that it instantly minimizes disruptive behavior. In an effort to avoid any possible abuse of this policy, we will record the names of each student as well as the teacher who issued the referral. The principal will review this log regularly. ***Once a student has exceeded six timeouts for the school year, he/she will be referred to the principal.***

Hallway and Commons Area behavior: It is expected that students will behave appropriately in school hallways and the commons area. Students should move quickly to their next location and avoid loitering in the hallway. During breakfast and lunch it is expected that students will clean up after themselves, taking their trays and utensils to the appropriate places when they are done eating. Failure to do the above will result in disciplinary consequences.

Level II – intermediate acts of misconduct that requires administrative intervention. These acts include, but are not limited to, repeated Level I infractions.

The following forms of misconduct are Level II infractions:

- Repeated Level I infractions
- Failure to comply with reasonable directions

- Disrespect – open resistance to a school employee; intentionally arguing in a demanding or disruptive manner; intentionally insulting a school employee either verbally or in writing;
- Disruptive behavior
- Horseplay
- Insubordination – willful disobedience of a directive from a school employee
- Skipping or cutting class
- Being in an unauthorized area
- Use of profanity
- Bullying
- Possession of pornographic material
- Use of derogatory words and phrases – including vulgar or profane language – toward other students or faculty/staff members
- Verbal confrontations – words that challenge an authority figure; aggressive and/or threatening verbal exchange (may be sexual in nature) between two or more individuals, i.e. teacher to student, student to student, or student to school employee
- Any disruption caused by a cell phone between the hours of 7:20 A.M. until 3:20 P.M. This includes any use of the phone.
- Theft **
- Damage to school property or the property of any person legitimately at the school. **
- Marking, defacing or destroying school property or the property of another student.
- Inappropriate physical contact including public displays of affection, pushing/shoving and horseplay. *Depending on severity (punching, slapping, etc.), inappropriate contact may result in 3 days OSS.*
- Fighting: The definition of a fight is not debatable. If both students throw punches and ball up their fists, then it is a fight. **Students who fight at Henderson will be suspended from school for a minimum of six days (1 day OSS and 5 days ISS) and a juvenile petition may be filed through the juvenile court system.** Charges of disorderly conduct, battery, and/or disruption of a public school will be filed at the discretion of the administration. ***This consequence can also apply to those students encouraging or inciting a fight.***
- Inciting, advising, or counseling of others to engage in prohibited acts.
- Any other infraction that the administration defines as a Level II violation.

**Consequences are dependent upon the monetary value of the item.

Parents will be contacted either by the teacher or an administrator. Such contact may be in the form of a parent conference, telephone call, email or documentation of a referral.

Level III Serious acts of misconduct. These offenses must be immediately reported to an administrator. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed.

This section of the student code of conduct developed pursuant to O.C.G.A. 20-2-735e shall encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

The following forms of misconduct may be Level III infractions:

- A second or third fight, or any fight where 2 or more students attack a single student
- Threatening or intimidating another person
- Physical assault or battery of a school employee
- Sexual misconduct
- Loitering (trespassing) on campus when suspended
- Alcohol possession, use, and distribution
- Drug possession, use and distribution
- Possession of a weapon
- Bomb threats
- False fire alarms
- Any illegal activity, felony or misdemeanor;
- Willful and persistent violation of student codes of conduct
- Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
- Any other infraction that the administration defines as a Level III violation

Applicable consequences for Level III infractions:

- Immediate suspension from school pending a tribunal
- Possible referral to law enforcement

** The administration of Henderson Middle School reserves the right to notify appropriate law enforcement officials and to file appropriate charges based on the severity or habitual nature of misbehavior.

Parents will be contacted either by the teacher or an administrator. Such contact may be in the form of a parent conference, telephone call, email or documentation of a referral.

Weapons policy

A student shall not possess, handle or transmit:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar or hand grenade;
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

This applies:

- a) on the school grounds during and immediately before or immediately after school hours;
- b) on the school grounds at any other time when the school is being used by a school group;
- c) off the school grounds at a school activity;
- d) en route to or from school;

Students who violate this policy will be suspended for 10 days pending a tribunal. Georgia law now makes punishment for having weapons on school grounds a fine of not more than \$5000 and imprisonment for not more than 5 years.

Alcohol and Drug policy

The unlawful use and possession of illicit drugs and of alcohol is wrong and harmful.

No student shall possess, constructively possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind; nor shall any student attempt to sell or transmit any substance that he or she alleges to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or intoxicant of any kind:

- a) on the school ground during and immediately before or after school hours;
- b) on the school grounds at any other time when the school is being used by any school group;
- c) off the school grounds at a school activity, function or event;
- d) en route to and from school, or;
- e) Off the school grounds while the student is in attendance at any school function, or are otherwise subject to jurisdiction of school authorities. Use of a drug authorized by a medical prescription for the student from a registered physician shall not be considered a violation of this rule. Disciplinary actions up to and including expulsion and referral for prosecution, will be imposed if these rules are violated. Information about any available drug and alcohol counseling, rehabilitation and re-entry programs can be obtained from the school counselors. If "first offender" status is granted to a student, that student and/or his or her parents will be responsible for the expense of any requirement of that status.

Major offenses in Butts county Schools including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State board of Education Rule 160-4-8-.16.

Harassment: Sexual, racial and otherwise

Any act of harassment of students or employees by other students or employees based upon the race, color, sex, national origin, religion, age or disability of students or employees shall result in prompt and appropriate discipline, including termination of offending employees or suspension or expulsion of students guilty of harassment.

Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors,

taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment, as well as physical contact.

Sexual Misconduct

Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing offenses of rape, aggravated sodomy, aggravated child molestation, and aggravated sexual battery. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment.

Bullying

Georgia Bullying Law (House Date Signed by Governor – May 6, 2015)

O.C.G.A. 20-2-751.4

“(A) As used in this code section, the term “bullying” means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (b) Has the effect of substantially interfering with a student’s education;
 - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (d) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or

school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system."

No student shall bully another student. If a student is being bullied, they should immediately seek help from a teacher, counselor, resource officer or administrator. In accordance with Georgia Law, a third instance of bullying in a school year will result in referral to a tribunal or a Waiver to the Alternative Program.

School Safe Tip Line (Anonymous Bullying Hotline) – 678-752-1513

Gangs and Gang Activity

Gang membership and activity is expressly forbidden at Henderson Middle School. The wearing of gang colors, vandalism/tagging gang related graffiti, use of gang languages or signs or any method or sign indicating gang membership or activity is forbidden. If it is determined that a student is a member in or involved with a gang, the student will face suspension from school and/or a disciplinary tribunal.

Cell Phones, Electronic Devices and Contraband

Henderson School prohibits the use of cell phones and electronic devices during the school day between 7:35 A.M. and 3:20 P.M. unless the student is given explicit permission by a teacher or school administrator. In the absence of that permission, cell phones and all electronic devices should be stored in lockers in the off position. Students are expected to exhibit responsibility in the possession and use of cell phones.

If the ringing, vibration, handling or use of a cell phone interrupts the classroom, or if a student is speaking on or using his or her phone in the school building, the phone will be taken from the student. The student will face level two consequences for violating school rules, and the parent(s) will need to retrieve the telephone from the school. The school will not be responsible for reduced operation, loss of battery, etc, as a result of prolonged storage.

As with any electronic devices, the school is not responsible for their safety or security. ***If a student chooses to bring a cell phone to school and it is stolen or lost, the responsibility for loss rests entirely with the student.***

In order to protect the integrity of the educational environment, cell phones are to be turned off and stored in a locker. Students are also prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Contraband items also include hats, sunglasses, etc... Confiscated items will be held until the last day of the school year; parents may arrange a conference to retrieve these items before the last day of school. All unclaimed items will be given to a charitable organization.

Use of the Telephone

If a student has to make a legitimate phone call during school, he or she will be permitted to do so with permission from the appropriate classroom teacher. Students may not go to the main office to use the phone unless they have a note from their teacher. Students violating telephone protocol will be subject to disciplinary action.

Teenage and Adult Driver Responsibility Act (TAADRA)

Please note that the State Department of Education will forward student enrollment, suspension and expulsion information to the Department of Driver Services. Driver's licenses will be issued to students who are enrolled and not under suspension or expulsion from school.

STUDENT DRESS CODE

For All Middle and High School Students 6-12

The statements below list the dress code requirements at Henderson Middle School and Jackson High School:

- All students shall be neat, clean, groomed and dressed in a manner conducive to academic achievement and disciplinary expectations, according to school personnel.
- All clothing worn by students shall be in the correct size.
- No tank tops, halter tops, crop tops, capped sleeves, spaghetti straps, see-through mesh, fishnet tops, sleeveless shirts/ jerseys nor clothes with cuts, slits, or holes are allowed.

- Clothing with words or symbols (such as pictures and /or emblems) which advocate violence and/or terrorism, that are vulgar, or that advertise alcohol or drug use are prohibited.
- Vests, blazers, sweaters, parkas, windbreakers, or sweatshirts, which meet the requirements of this dress code, may be worn over shirts.
- All pants are to be worn at the waist and should not drag the ground. Pant legs may not be mega-wide, pushed or rolled up. Belts are to be worn correctly with the entire belt within the belt loops.
- Spandex, leggings, biker's pants, excessively tight, or form- fitting clothing are not allowed.
- Shorts shall be worn at the waist, and shorts, skirts, and dresses must be long enough to come below the fingertips or longer.
- Shoes shall be properly fitted or strapped. No flip-flops are allowed.
- Heavy chains on clothing and heavy jewelry are not allowed.
- Students are not allowed to wear the following items in the building: sunglasses, scarves, do-rags, or hats.
- Dress code applies in P. E. Class. (length of shorts)
- **THE SCHOOL ADMINISTRATION MAINTAINS THE RIGHT TO DECIDE THE SUITABILITY OF ANY AND ALL GARMENTS AND JEWELRY.**

Building level principals have the responsibility and authority to interpret and enforce the student dress code.

It is not the desire of the school system to exclude students from the educational setting because of dress code violations. However, the school board and administration believe that a reasonable expectation for student dress should be established and followed by all. As a result, students who are not in compliance with the dress code policy will be given an opportunity to change their clothing or may be assigned to ISS until they are able to comply with the policy.

Each teacher will be responsible for checking students with this code and initiating the disciplinary action for violations, following school disciplinary procedures.

Bus Rules and Regulations

The bus drivers, schools and transportation officials of the Butts County Schools are most interested in your child's safety while being transported to and from school, and to and from school-sponsored events. Therefore, we are asking your cooperation in following the following bus rules:

1. Pupils residing within 1-½ miles of school may ride a bus from one campus to the other.
2. No bus may go down any road or street less than ½ mile long.
3. School bus stops shall not be more frequent than .2 of a mile apart.
4. Each bus must come to a complete stop at railroad crossings and must obey all traffic rules.
5. Students are expected to help keep buses clean.
6. Students are assigned a specific seat where they are expected to sit.
7. Parents should notify the Director of Transportation of the Butts County Schools, Mr. Lamar Smith, of any personal injury to a student while riding the bus.
8. No driver will put any pupil off his/her bus any place other than home or school.
9. Bus drivers will not allow for any reason pupils off the bus while traveling to and from school.
10. All students must obey the bus driver.
11. Parents will be notified in writing of suspension until damages are paid for, if necessary, or until the pupil's bus, riding privileges are terminated.
12. Causes for suspension or expulsion from the bus may include smoking, chewing tobacco (including the use of e-cigarettes), eating, drinking, fighting, not riding the bus safely, and leaving the bus while it is in motion, throwing objects, refusing to sit in the assigned seats or vandalizing the bus.
13. Any pupil vandalizing the bus will be suspended until damages are paid for or arrangements are made for repair.
14. Any student wishing to ride a bus other than the one assigned must bring a written note from their parent or guardian to the attendance office before school to be signed by an administrator and given to the bus driver.
15. Students will speak quietly to those sitting nearby while riding the bus.
16. Parents will have their children ready and at the designated bus stop at the estimated time of the bus' arrival.

Bus Disciplinary Consequences

Bus consequences are as follows:

- 1st offense: Warning, depending on severity
- 2nd offense: 1-3 days bus suspension
- 3rd offense: 5-10 days bus suspension
- 4th offense: Long term bus suspension/suspension pending tribunal

The administration of Henderson Middle School reserves the right to dispense additional school-based consequences depending on the severity of the misbehavior on the bus.

Butts County Schools will provide support processes designed to help students address behavioral problems. These support services may be available through the school, the school system, community organizations, or other public entities.

Correct Parent Contact Information

It is vital that the school have current and accurate parent contact information. Should your phone number, address or email address change during the school year, please notify the school office as soon as possible.

✦ Procedures for Administration of Medication ✦

The providing of medical care to students is the responsibility of the parent/guardian. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines should apply:

Authorization for the Administration of Medications by School

Personnel form should be signed by the parent and on file in the school office. A new medication form must be completed for each medication or for changes in medication. Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home, unless the medication needs to be taken with food.

1. Prescriptions Medications:

a. **The physician must complete a medication form for long-term medications** (more than two weeks) and the form should also be signed by the parent/legal guardian. With parental consent, the medication can begin

to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to school by the parent/ guardian; medications will not be transported on a school bus.

b. **Short term prescription medications** (antibiotics, etc.) must be brought to the school office by a parent/guardian and the authorization form completed.

c. **All prescription medication** must be in the original, pharmacy-issued container and include the student's name, date, current dosage, directions for administration, duration and medication name.

d. **Any changes** in dosage or new written orders by the prescribing physician must be mailed, faxed, or brought to the school by the parent/guardian.

e. **Asthma inhalers** may be kept with the student if written authorization from the physician and parent is on file in the school office.

2. Nonprescription Medications (Over-the-Counter):

a. Tylenol, Pepto-Bismol, Tums, etc. will not be provided by the school.

b. OTC medications will be administered on a short-term basis only, with proper parental authorization, and with the completion of the OTC medication form. Recommended dosages will be strictly adhered to in all instances.

c. OTC medications must be in the original container/package. Students are discouraged from bringing OTC medications on a school bus.

d. Extended use of OTC medications must be authorized by a physician with said recommendation on file in the school office.

Medications brought to school in unlabelled bottles, mislabeled bottles, plastic bags; aluminum foil, etc. will not be administered.

Legal Reference: O.C.G.A. 16-13-73; 16-13-75; 26-3-8;
GA Practical Nurses Practice Act 43-26-32.

Butts County Schools Student Attendance Guidelines

The goal of the Butts County School System is to have all children in school each and every day and on time unless there is a valid reason for the student to miss school.

1. Excused Absences with a Doctor's Note:

- Personal illness

- A physician's excuse/note explaining the reasons for absences must be presented to the school on the date of return to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If child is sent home with head lice, student is excused for 1 day only. Parent is expected to rid student of head lice, get clearance letter from Health Department and return child to school.

2. Excused Absences with a Parent's Note:

- Some examples of excused absences with a parent's note: (see Butts County Board of Education policy JB for full list)
 - Personal illness,
 - Serious illness or death in student's immediate family
 - Court order by governmental agency
 - Celebrating religious holidays
 - Conditions rendering attendance impossible or hazardous to student's health/safety
- A letter written by a parent/guardian, detailing the reasons for the absence, will be accepted by the school on the date of return as an excused absence. **If the child is out for 3 consecutive days, the parent/guardian must present a doctor's excuse for those 3 days to be excused.**
- **A total of 5 parent notes will be accepted for excused days**, provided the reason given for the absence qualifies as an excused absence.

3. Unexcused Absences:

- Some examples of unexcused absences:
 - Missing the bus, oversleeping, vacations/trips, car trouble, baby-sitting, running errands, skipping school
- An automated phone/computer system will be used to notify parents when students are absent daily.

After 3 Unexcused Days

- Personal contact will be made and documented by a school official.

After 5 Unexcused Days

- Attendance conference will take place with student, parent, and school official.
- All attendance conferences will be documented in our Student Information System.
- Letter detailing conference will be mailed home.

After 7 Unexcused Days

- Notification will be made to the System School Social Worker.
- Legal action may involve charges being filed on the parent/guardian/student for violating the compulsory attendance law 20-2-690.1, for violating code section 15-11-2 (12) which includes truancy (habitually absent from school without cause) and/or deprivation (education). Parents may be subpoenaed to appear before the Butts County Attendance Task Force (ATF) to address attendance concerns.
- School will notify parent and student when the student has only 3 absences remaining (after 7 unexcused days missed) before violating the state's attendance requirements regarding the denial of driver's permits and licenses.

After 10 Unexcused Days

- Letter mailed to parents.
- School will contact the Dept. of Motor Vehicle Services and student's license or permit may be suspended or denied.

4. Truancy:

- Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.
- Consequences – School will contact the Dept. of Motor Vehicle Services and student's license or permit may be suspended or denied (if applicable). Parents may be charged with a misdemeanor. A court having jurisdiction may subject the parent or guardian to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute.

Tardies/Early Checkouts

- Documentation will be required to excuse an early dismissal or tardy arrival.
- If a student is tardy or checked out an excessive number of times, a referral may be made to the System School Social Worker.

Hospital/Homebound

After an extended period of absences, a student will be considered for Hospital/Homebound services. The decision committee consists of the student's teachers, school counselor, and system social worker.

Use of Computers and Electronic Communication (Agreement at the end of Handbook)

Henderson Middle School is pleased to offer students access to a computer network for Internet use. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

Visitors

All visitors should report to the main office to receive a visitor's pass that must be worn at all times while on campus. Students are not allowed to bring friends or relatives for all day visits. Parents, guardians, and mentors are encouraged to visit with prior approval from the teacher. In accordance with Georgia law, unauthorized visitors may be remanded into the custody of law enforcement officials.

The Butts County School System will make reasonable efforts to accommodate parent/guardian requests to visit a school. The system must also assure that students and staff are not distracted from the task of learning by the presence of visitors on campus.

The following guidelines are provided to facilitate classroom observations and visits.

A. Limitations on who may visit:

To ensure the safety and confidentiality of students, visitors are limited to:

- (1) The parents/guardians of current students;
- (2) Other family members of current students who are approved by the student's parent/guardian;
- (3) Those persons invited by the District for official business; and
- (4) Service providers who currently provide private educational or therapy services to a student.

B. Procedures:

Upon request, the Principal or designee may, at his/her discretion, grant approval for visits by the parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian, and those persons invited by the District for official business.

To minimize disruption to the instructional program, visitors to classrooms or programs must agree to the following guidelines:

- a. All visitors must sign-in at the school office and obtain a name badge to visit any part of the school. This badge must be worn during the entirety of the visit.
- b. Visits and/or observations generally require advance notice of at least 24 hours.
- c. The school reserves the right to limit the number of classroom visits. In addition, the school may refuse a request for a specific day and reschedule visits on a different day agreeable to both parties if the requested day is not conducive to the observation site.
- d. A school administrator or designee will accompany the observer/visitor.
- e. The observation period generally does not exceed one hour in the classroom. Individuals who are invited by the District for official business may be granted extended time periods as necessary to perform their functions at the discretion of the District.
- f. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should contact the teacher to schedule a conference.

g. The regular school program must continue during such visits so parents/guardians should refrain from engaging the attention of the teacher or students through conversation or other means.

School Health Guidelines

1. Medication Use:

- The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines should apply:
- Each school year, an *Authorization for the Administration of Medications by School Personnel* should be signed by the parent and filed in the school office. A new medication form must be completed for each medication or for changes in medication. Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home, unless the medication needs to be taken with a meal.
- Medications brought to school in unlabeled bottles, plastic bags; aluminum foil, etc. will not be administered. Students are not allowed to keep medication in their possession at school (except as stated below with asthma inhalers if written authorization from a physician is on file). Violations of these guidelines may be subject to disciplinary actions.
- Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication. (i.e. Tylenol with codeine, Lortab, Xanax, Valium)
- Overnight field trips will require a special form, *Overnight Medication Form*. Controlled substances will require signature(s) of both the parent and the physician. Over the counter medications will require only the parent permission. All medications should be delivered by the parent to the school personnel in charge of the trip at time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
- School-day field trips will require a special form, *Field Trip Medication Form*. The clinic personnel will complete the top part of the form, prepare an envelope for the student containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures.

A. Prescription Medications:

1. The physician must complete a medication form for **long term medications** (medications given for more than two weeks) and the form should also be signed by the parent. With parental consent, the medication can begin to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. Prescription medications **cannot** be transported on a school bus. All

refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. Medications cannot be poured into an old bottle by the parent or school personnel.

2. Short term prescription medications (Example: antibiotics) must be brought to the school office by a parent and the parent must complete the authorization form.
 3. All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name. Any changes in the dosage or new written orders by the prescribing physician may be mailed, faxed or brought to school by the parent.
 4. Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
 5. All medications should be counted by a designated school representative and the parent and documented on the Count Sheet.
 6. All medications when administered should be documented on a medication documentation form (*Short Term Form or Long Term Form*).
 7. Asthma inhalers, epipens and supplies and equipment needed to perform monitoring and treatment functions authorized by the student's diabetes medical provider may be kept with the student if written authorization from the physician and parent is on file in the office.
 8. Epipens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. 911 must be called anytime an Epipen is administered.
- B. Nonprescription Medications (over-the-counter):
1. Tylenol, Pepto-Bismol, Tums, etc. **will not** be provided by any school personnel.
 2. Over-the-counter medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent. Students are discouraged from bringing medications on a school bus.
 3. Over-the -counter medications must be in the **original** container and the parents must sign the Short-term medication form. OTC medication may **not** exceed the recommended dosages according to the labeled directions. If the duration is longer than recommended on the label, the parent must provide the school with a letter of medical necessity from the student's physician.
 4. Medications should be counted by designated school representative and the parent and documented on the *Short Term Medication Form*.
 5. Medications when administered should be documented on the *Short Term Medication Form*.
 6. Students are allowed to transport and possess cough drops for use during the school day.

(Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32.)

2. Head Lice

- Infested children will be sent home with a letter to parents regarding recommendation for treatment, disinfecting the home, and procedures for readmission to school. Our local protocol requires that children be nit-free. Only one day will be counted as an excused absence, all other days will be marked as unexcused as per our Attendance Guidelines. Children cannot return to school until treatment has been completed and a letter of clearance from the Butts County Health Department is provided to the school.
- All siblings, of a confirmed case, will be checked if they attend a Butts County School.
- School Nurse or Clinic Worker will be trained in head lice detection. In the event that the nurse or clinic workers are not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse or clinic worker.
- If there are 3 confirmed cases within a 2 week time period from the same class, the entire class may be checked. Principal has discretion on checking any classroom for possible infestation.
- School System will follow the recommendations of the Georgia Head Lice Manual in regards to classroom treatments.
- If a parent reports head lice to the classroom teacher or the front office, it should be reported to the clinic personnel and/or school nurse so appropriate action can be taken.

3. Illnesses

- Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness (i.e. fever greater than 100 degrees, vomiting, diarrhea, unusual rash, red/itchy draining eye, etc.). Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.
- If a student has painful urination, blood in their urine, or pain in their private areas, the school will contact you. You may be requested to take your child to the doctor for an evaluation. This complaint can be from many sources; therefore you will want to work with your school nurse and physician and provide to the school nurse information regarding the diagnosis.

4. Chronic Conditions

- When a student has a chronic medical condition that needs managing by the school staff, health plans will be required for any student that needs an EpiPen for severe allergies, Type I Diabetes, Seizure Disorder (Epilepsy), Special Procedures, etc. These will be required for attendance. The school nurses may deem additional health conditions or situations not listed that may need a plan based on individual students.

5. Clearance to Return to School

- There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery (need clearance and any limitations), clearance from head lice (see #2),

clearance after being sent home for a suspicious rash or skin condition, clearance for pain in privates, blood or burning of urine.

In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation.

Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children's Healthcare of Atlanta.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical

consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written

consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within ____ days after officially enrolling in school or within ____ days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in

writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date.

The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504

Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the

evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
 1. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
 2. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
 3. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
 4. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
 5. You have the right to examine your child's educational records. 34 CFR 104.36.

6. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
7. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
8. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
9. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

Electronic Communications Agreement & Acknowledgement Form

I understand and will abide by the terms of the Acceptable Use of Electronic Communications policy as stated in this handbook. I understand that usage of computer resources is a privilege. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I choose to commit any violation, my access privileges may be revoked with school disciplinary actions taken and/or appropriate legal action initiated.

Student Name (Printed) _____ Grade _____

Student signature _____ Date _____

Home phone (_____) _____ - _____

Parent/Guardian Agreement

As the parent/guardian of the above named student, I have read the Acceptable Use of Electronic Communications policy as stated in this handbook. I understand that computer access is designed for educational purposes and will be monitored. I also recognize that it is impossible for agencies to restrict all controversial material and will not hold Henderson Middle School responsible for said material acquired through electronic communication. Further, I accept full responsibility for supervision if and when my child's use of the network is extended beyond the school day and/or school building.

I hereby give permission for Henderson Middle School to issue a computer user name to my child.

Parent/Guardian name (printed) _____

Parent/ Guardian signature _____ Date: _____

Acknowledgment Form

Signature of this form confirms parent/guardian receipt of the student code of conduct for HMS.

Parent/Guardian Signature: _____

Henderson Middle School Master Schedule 2015-2016 Schedule

	1st	2nd	3rd	<u>4th</u>	<u>5th</u>	<i>6th</i>
6th	7:50 – 8:00 Homeroom 8:00 – 9:10 Academics	9:13 – 10:23 Academics	10:26 – 11:36 Academics	11:39 -1:20 Academics Lunch 11:40-12:15	1:25 – 2:20 Connections	2:25 – 3:20 Connections
	1st	<u>2nd</u>	<u>3rd</u>	4th	5th	6th
7th	7:50 – 8:00 Homeroom 7:45 – 9:00 Academics	9:15 – 10:10 Connections	10:15 – 11:10 Connections	11:15 – 12:25 Academics	12:28 – 2:08 Academics Lunch 12:20-1:00	2:10 – 3:20 Academics
	1st	2nd	3rd	4th	5th	6th
8th	7:50 – 8:00 Homeroom 8:05 - 9:00 Connections	9:05 – 10:15 Academics	10:17 – 11:57 Academics Lunch 10:55-11:35	12:00 – 12:55 Connections	12:58 – 2:08 Academics	2:10 – 3:20 Academics