

HENDERSON MIDDLE SCHOOL
Home of Scholars and Champions

Student/Parent Handbook
2018-2019



Name: _____

Homeroom Teacher: _____

Grade Level: _____

494 George Tate Drive
Jackson, Georgia 30233
770-504-2310 (Main Office)
770-504-2315 (Fax)
hms.butts.k12.ga.us

Dear Parents/Guardians and Students,

Welcome to Henderson Middle School, Home of Scholars and Champions! It is with great pleasure that I welcome you to Henderson Middle School. It is an honor and a privilege to be the principal of such an amazing school. My primary goal as principal of HMS is to provide leadership that will facilitate a strong connection between families and our school, as well as provide the necessary skills for students to become productive citizens in a vastly changing society.

We are proud of our dedicated, experienced staff and enthusiastic learners! I am deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. I am very passionate about the middle school years. This is an important and critical time of transition – moving from the elementary experience and preparing for the bigger challenge of high school. What happens during these few short years will have a lasting impression on their development and growth.

We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success. Our success is a direct reflection of everyone's hard work and effort. Whether you're returning this school year 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.

Working together, I am confident that Henderson Middle School will continue to be a place where we provide our students with a challenging and enriching school experience. Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share. My door is always open. Please know that our administrators, faculty, and staff are excited about serving your children as we seek to prepare them for success in middle school, high school, and beyond. As principal, I want you to know that you are welcome at HMS, and I hope that you come to know Henderson as we do - a learning community in which parents, students, and educators work together as a team.

We Are Henderson!

Caressa Gordon
Principal

The Butts County School System Purpose:

The Butts County School System's purpose is to provide **LEARNING AND LIFE EXPERIENCES** that **MAXIMIZE THE INDIVIDUAL POTENTIAL** of ALL STUDENTS so they are **PREPARED FOR A PRODUCTIVE FUTURE.**

10 Commitments and Values

- We will provide and expand effective growth experiences for all students in the "A.A.A'S"—Academics, Fine Arts, Athletics, and Service.
- We will maximize the personal safety and well-being of all stakeholders who enter our facilities.
- We will model and exhibit a spirit of teamwork, professionalism, and collaboration in the quest of continuous improvement on behalf of our students and community.
- We will engage students, families, and community stakeholders as partners and teammates.
- We will model self-discipline in our duties as professionals, and we will discipline our students in a way that values their worth and dignity as human beings.
- We will recruit and retain highly-qualified staff members in the name of what is best for children.
- We will embrace fair accountability for all staff, students, and the community.
- We will respect and celebrate human diversity as a strength in our organization.
- We will faithfully maintain modern and effective facilities, equipment, technology, and data.
- We will be frugal stewards of community taxes and resources while putting the needs of children first.

2018-2019 Faculty and Staff

Administration

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Amber Martin, Manager

Marie Ball

Gayle Barnes

Gary Cook

Sherrie Frye

Donna Steadham

Mary Thurman


TABLE OF CONTENTS

Letter of Greeting.....1	WHAT IS THE BEHAVIOR OF A TIGER?
BCSS Purpose and Commitments.....2	Tigers R.O.A.R
HMS Faculty and Staff.....3-4	Behavior Expectations.....16
School Calendar.....6	Positive Behavioral Interventions and Supports (PBIS).....16-17
Daily Class Schedule.....6	In School Suspension.....17
WE ARE HENDERSON	Hallway and Commons Area Behavior.....17
School and Family Partnerships.....7	Chronic Discipline Problem Student Act....17-18
Communication.....7	Bus Behavioral Expectations.....18-19
Parent Conferences.....7	Bullying.....19
Updates to Parent Contact Information.....7	Georgia Bullying Law.....19-20
Changes to handbook and/or school policies.....7	School Safe Tip Line.....20
We Welcome Visitors.....7	Cell Phones, Electronic Devices, & Contraband....20
Volunteers.....8	Use of the Telephone.....20
Attending Field Trips.....8	Student Dress Code.....21
School Closing.....8	Acceptable Use of Computers and Electronic Communications.....22
The Principal’s Corner.....8	TIGER DETAILS
TIGER INFORMATION	Reporting Inappropriate Behavior.....23
School Hours-Tiger Times.....9	Reporting a Complaint.....23
Tardies/Early Checkouts.....9	Highly Qualified Teachers.....23
Tiger Paw Cafe’.....9	Parent Right to Request Teacher Qualifications.....23
Lunch.....9	Attendance: Butts County Schools Student Attendance Guidelines.....24-25
Ice cream.....9	Excused Absences with a Doctor’s Note.....24
Transportation Changes.....9	Excused Absences with a Parent’s Note.....24
Admission and Withdrawal.....10	Unexcused Absences.....24-25
Hospital/Homebound.....10	Parent and Family Engagement Policy....25-26
Book bags and Lockers.....10	School Health Guidelines.....27-30
Personal Items.....10	Medication Use.....27
Hallways.....10	Prescription Medications.....27-28
Eating and Drinking in the Classroom.....10	Nonprescription Medications (over-the-counter).....28-29
Media Center.....11	Head Lice.....29
School Counseling Program.....11	Illnesses.....29
BUILDING SCHOLARS AND CHAMPIONS	Chronic Conditions.....29-30
Grades and Grade Reporting.....12	Food Allergies.....30
Grading system.....12	Clearance to Return to School.....30
Homework.....12	Protection of Pupil Rights Amendment (PPRA)..30-31
Make-up Work.....12	Family Educational Rights and Privacy Act (FERPA).....31-33
Placement in the Gifted Program.....12	Nondiscrimination.....33
Promotion and Retention Policies....12-13	Teenage And Adult Driver Responsibility Act (TAADRA).....33
HMS Awards and Honors.....13-14	Section 504 Procedural Safeguards.....33-35
Extracurricular Activities/Events.....14	Electronic Communications Agreement and Handbook Acknowledgment Form.....36
Athletics/Extracurricular Eligibility.....14	
Clubs and Organizations.....14-15	

2018-2019 School Calendar for Butts County Schools

August 6	First Day of School
September 3	Labor Day - No School
October 8-12	Fall Break - No School
October 15	Teacher Professional Learning Day - No Students
November 19-23	Thanksgiving Break - No School
December 21-January 3	Christmas Break - No School
January 4	Teacher Professional Learning Day - No Students
January 21	MLK, Jr. Holiday - No School
February 18-22	Winter Break - No School
March 15	Teacher Professional Learning Day - No Students
April 1-5	Spring Break - No School
May 24	Last Day of School

Please refer to the 2018-2019 School Year Calendar on the BCSS website for more information on the school calendar.

	Henderson Middle School Daily Class Schedule 2018-2019	
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	1st	2nd	3rd	4th	5th	6th
6th 7:25-7:55 Homeroom	7:55-9:05 Academics	9:08-10:18 Academics	10:21-11:16 Connections	11:19-12:14 Connections	12:17-1:57 Academics 12:30-1:10 Lunch	2:00-3:10 Academics
7th 7:25-7:55 Homeroom	7:55-8:50 Connections	8:53-9:48 Connections	9:51-11:01 Academics	11:04-12:44 Academics 11:45-12:25 Lunch	12:47-1:57 Academics	2:00-3:10 Academics
8th 7:25-7:55 Homeroom	7:55-9:05 Academics	9:08-10:18 Academics	10:21-12:01 Academics 11:00-11:40 Lunch	12:04-1:14 Academics	1:17-2:12 Connections	2:15-3:10 Connections
Connections	7:55-8:50 7th Grade	8:53-9:48 7th Grade	10:21-11:16 6th Grade	11:19-12:14 6th Grade	1:17-2:12 8th Grade	2:15-3:10 8th Grade

WE ARE HENDERSON!

School and Family Partnerships

At HMS, we strive to build sustainable and effective partnerships between all members of the school community, including teachers, families, and students. Effective partnerships are based on mutual trust and respect, and shared responsibility for the education of the children at the school. We will continue to welcome feedback and support from parents.

Communication

Effective communication is essential for building school-family partnerships. Positive communication between parents and teachers helps improve the academic performance of students.

There is a lot of information that we need to get home to parents, and there are many ways we work to get you all the information you need:

- **Butts County Messenger:** Teachers will send emails as a means of communication between school and home. Emails will be sent home weekly, and will contain information such as the weekly learning focus, school announcements, and important dates.
- **HMS Website:** Please visit our website for important updates and information. Our site can be reached at hms.butts.k12.ga.us
- **Infinite Campus Parent Portal:** You will receive a letter at the beginning of the school year giving you login information to your Parent Portal Account. Parent Portal allows you to see your child's grades and attendance. You can access the Parent Portal from the link on our website. If you lose your login information, you can always contact Kim Staples (x3005) for help.

Parent Conferences

We encourage you to schedule a conference with your child's teacher anytime you feel you need to sit down and discuss your child. We are here to support you and support your student. If you need a conference, you can email your child's teacher or you can call the front office to set up a time to meet.

Updates to Parent Contact Information

We want to make sure you have all of the information you need from HMS. Please make sure that you contact Kim Staples, our Records Clerk, to make any changes or updates to your address, telephone numbers, emergency contacts, etc.

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.

We Welcome Visitors

We welcome all visitors to visit students at HMS. Parents and Guardians may come on campus to eat lunch, to visit the bookfair, and to meet and talk with teachers. Everyone who comes on campus to visit a student (even parents) must sign in at the front office and show a valid picture ID. Visitors will receive a pass to be worn while on campus. Visitor Passes **should be visible** so that staff and students know you are "safe" to be on campus. Only guardians or persons on the student's contact list will be

permitted to visit a child. We also encourage parents to visit and observe classroom instruction, but please make an appointment with the teacher at least one day in advance.

Volunteers

We could not have a successful school without the help of our volunteers! For the safety of every child, all volunteers must have a criminal background screening. Screening forms are available in the front office and should be filled out and returned to HMS. Volunteers should follow a **business casual** dress code while on campus. You should call to schedule a time to volunteer. Here are some of the things we need your help with:

- Attending Field Trips
- Monitoring Busses
- Selling Ice Cream in the Cafeteria
- Supporting Teachers in the Classroom
- Helping out in the Media Center (reshelving, Book Fair events, etc)
- And Many More!

Attending Field Trips

We always welcome parents on our Field Trips if we have the space. A signed parental permission slip is required in order for the child to attend a field trip. Please sign and return this to the teacher as soon as possible so plans can be finalized. Remember that you **must have a background screening** if you wish to attend a field trip. Parents who volunteer to act as chaperones will be actively involved in assisting with the supervision of students; therefore, for safety, any other children (younger siblings, etc.) should not be brought on field trips.

School Closing

If the school is closed due to inclement weather a call will be sent out through our Infinite Campus Automated Messenger. The school system will also contact local media outlets and use social media to inform parents. Make sure your emails and phone numbers are correct with the school so that you get all important updates.

The Principal's Corner

Henderson Middle School has an abundance of opportunities for parents and community members to be an active part of the school. I would like to establish a motivated PTO board, and I would like to plan several activities for the year to further engage our scholars and the community. Our goal this year is to have 100% PTO membership. Your dedication and work can make a huge impact on our school. We will provide parents with information about joining our PTO. As always, I want to partner with you to make this the best school year ever at HMS. Together, we can and will achieve more!

~We Are Henderson

TIGER INFORMATION

School Hours-Tiger Times

It is a privilege to serve your child at HMS, and we look forward to providing a safe learning environment. Car riders may enter the building at 7:05 a.m. The instructional times for the 2018-2019 school year are as follows: 7:55 a.m. - 3:10 p.m.

To ensure safety for our students, parents should not deliver students prior to 7:05 a.m. Upon arrival on campus, students should remain in the location designated by school staff until they are dismissed to class.

Tardies/Early Checkouts

We ask that students be checked out by an approved parent/guardian or emergency contact any time before 2:30 p.m. To protect your child, we do not release a student to any adult who is not in our Infinite Campus Student Information System as a parent/guardian or emergency contact. A picture I.D. will be required to check out a student.

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 School System Social Worker.

Tiger Paw Cafe'

It's easy to find out what the talented folks in our kitchen are preparing for breakfast and lunch daily. Menus are posted monthly on our school website. Every child at HMS is eligible for a FREE, grant funded, BREAKFAST and LUNCH. However, if you want to join your child for lunch or if your child wants to purchase a second lunch, the pricing list is below:

MEAL PRICES FOR 2018-2019

All students qualify for free breakfast and lunch.

Adult Breakfast	\$1.75 per day
Adult Lunch	\$3.50 per day

Lunch

We welcome parents to eat lunch with their kids. Parents, or anyone on the approved contact list, can come in to have lunch at Henderson Middle School. Remember, for safety, you must check in at the front office and get a visitor's pass. 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 when approved by the front office.

Ice Cream

We sell ice cream daily in our Tiger Paw Cafe. Students may purchase an ice cream for \$1.00.

Transportation Changes

Requests for transportation changes must be provided in writing or at the following email: hmstransportation@bcssk12.org. In order to make sure all requests are received, please send changes no later than 1:00 pm. In case of an **emergency**, you may telephone the main office.

Admission and Withdrawal

Admission: All students must be registered at our Central Registration Location at 218 Woodland Way. Once proper documentation is provided (birth certificate, immunization records, proof of residency, any prior school records, etc), Central Registration will issue documentation that guardians must bring to the school.

Withdrawal: The guardian must come into the school with proper picture ID. The Records Clerk will provide an enrollment verification form to take to the new school so that records may be sent.

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.

Book bags and Lockers

As a privilege and support for all of our students at HMS, we will provide each student with his/her own locker. Students will use their locker to store and secure their textbooks, school supplies, and personal items each class period so that they do not have to carry heavy items throughout the school day. In addition, each student is personally responsible for all items stored and secured in his/her locker, so students should never give their personal locker combinations to other students. To protect our students' safety and ensure that our students are following the BCSS Student Conduct Code, lockers are subject to searches by HMS staff for any lawful reason.

Since students are responsible for the contents of their lockers, students should NEVER store the personal items of other students in their own lockers. If any student asks you to store a suspicious item in your locker, please notify an HMS staff member. Please leave your book bag and other non-essential belongings in your locker.

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.

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 their fellow students while making the change as quickly as possible. No running, horseplay, loud or boisterous behavior is permitted 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.

Eating and Drinking in the Classroom

Eating and drinking in the classroom is limited to the following: grab and go breakfast items distributed by the cafeteria and/or plain water in a clear container.

Media Center

The Media Center is open from 7:25 a.m. - 3:10 p.m. daily. Students have the opportunity to visit the Media Center with their class as well as independently on a weekly basis. Throughout the year, the Media Center will offer Book Fairs and other events. Parents are always welcome in our Media Center!

School Counseling Program

Henderson Middle School welcomes all parents and community stakeholders to participate in the education of our middle school students. Henderson Middle School is a Title I school that provides a federal and state funded program to engage the families and parents of Henderson Middle School. Forms of engagement include monthly parent workshops, parent surveys, parent and teacher conferences, childcare, PTO, and opportunities to join our school council. All information and advertisements for the year are posted on our website, in addition to all calls, and messaging from our school's Infinite Campus portal. For more questions regarding parental involvement contact Mrs. LaKesha Grooms Henderson's School Counselor and Parent and Family Engagement Coordinator. You may also contact Mr. Jonathan Plummer, School Counselor, for other information pertaining to our Counseling Program.

Our counselors are available to help resolve conflicts or personal problems. A student needing to see a counselor should notify his/her teacher. If students have an emergency, a counselor will be notified and the student will be seen as soon as possible. Our goal is to focus on the total needs of students and work together with teachers and parents to reduce or eliminate distractions which hinder learning. In order to meet the needs of all students, we also offer APEX (through the Butts County Counseling Center) services at Henderson Middle School. Please contact our counselors for additional information.

BUILDING SCHOLARS AND CHAMPIONS

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 Infinite Campus parent portal. This allows parents to keep tabs on grades and attendance. If you have questions about your child's grades, please contact the appropriate teacher. If you have technical questions, please contact the data clerk. The parent portal can be accessed at: campus.butts.k12.ga.us/campus/portal/butts.jsp

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.

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.

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.

Placement in the Gifted Program

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

Promotion and Retention Policies

Students of all grade levels (6th-8th grades) are expected to pass 5 out of 6 subjects for the year (earn 5 out of 6 credits for the year). Students are scheduled in four academic courses and two connections courses. For 8th graders, students' achievement on the Georgia Milestones End-of-Grade Assessment in ELA and Math will also be considered in order for a student to be promoted to the next grade level. Retention will be considered if a student does not earn a passing level on one or both of these state exams. In some cases, individual extenuating circumstances may be used as criteria in determining promotion or retention. An example includes but is not limited to the following: retention could be

inappropriate for developmental needs and/or chronological age of student. Such exceptions will be reviewed carefully prior to a final decision. The justification of the decision must include written documentation supporting the decision. The written documentation will be filed in the student's permanent record. Students in grades 6th-8th who do not meet the criteria detailed above (or do not earn the five credits in an academic year) will be provided an opportunity to receive additional summer support to address identified areas of academic deficiency and may be required to attend Summer School (or Summer Academic Enrichment/Support) in order to be considered for promotion to the next grade level.

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

HMS Awards and Honors

Award	Criteria	Grade Eligible
Superintendent's Honor Roll (medallion)	93 or above GPA for the year (average of 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter Progress Grades)	6-8
Principal's Honor Roll	90 or above GPA for the year (average of 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter Progress Grades)	6-8
Semester Honor Roll	90 or above GPA for first or second semester	6-8
Tiger Pride	demonstrate exemplary character and leadership	6-8
Academic Achievement	highest yearly average in academics (Math, English Language Arts, Science, Social Studies)	6-8
Physical Education	display physical ability, sportsmanship, and positive attitude	6-8
Visual Arts	demonstrate positive attitude, above average artistic ability, self-motivation, and creativity	6-8
Music Education	demonstrate positive attitude, outstanding music ability, and leadership skills	6-8
Governor's Shape Youth Fitness	meet the national fitness criteria	6-8
Perfect Attendance (medallion)	no missed school days all year	6-8
Reading Counts	read and tested the most number of books on their Lexile level	6-8

Middle School Certificate of Completion	completion of the 8th grade	8
Scholar Athlete	90 or above GPA during team's season	6-8 (member of sports team)
Sports Participation	Participation on Sports Team	6-8 (member of sports team)
Daughters of the American Revolution Essay Winner	grade level winner of the D.A.R. Essay Contest	6-8
Daughters of the American Revolution Citizenship	demonstrate outstanding qualities of Honor, Service, Courage, Leadership and Patriotism	8

Extracurricular Activities/Events

Eighth Grade Formal: Only students who are enrolled in BCSS will be permitted to the Eighth Grade Formal. HMS students must be enrolled in the 7th or 8th Grade to be eligible to attend. Eighth grade teachers will send home more details later in the school year.

HMS Athletic Opportunities: Football, Softball, Cross Country, Basketball, Wrestling, Baseball, Track & Field, Soccer, Volleyball, Cheerleading

Athletics/Extracurricular Eligibility

Students are expected to pass 5 out of 6 classes during the semester preceding the activity in order to be eligible to participate in athletics or school sponsored activities. Students who are failing one or more courses, who have poor attendance, and/or who are not meeting behavior expectations at any time may result in the student athlete not being able to participate in athletic contests until their grades, attendance, and/or behavior improve. In accordance with the Georgia Middle School Athletic Association, a student is eligible to participate one (1) year at each grade level. For additional questions regarding athletics, you may contact Christopher Stoudmire, Athletic Director/Title IX Coordinator at (770)-504-2310 x 3035.

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

Clubs and Organizations

Academic Team (Sponsors: Mrs. Saleha Ahmed and Mrs. Vivian Alewine) - The HMS Academic Team is involved in academic competition "as a way to promote, reward and recognize outstanding academic achievement." The team competes throughout our region during the fall semester. (tryouts in the Fall)

Best Buddies (Sponsor: Ms. Ashley Kirk) - The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities (IDD).

Fellowship of Christian Students (Sponsor: Mr. Ryan Rigsby) - Fellowship of Christian Students is a group designed to equip, empower, and encourage students to make a difference for Christ. This group meets weekly for devotions, prayer, and fellowship. Everyone is welcome.

Junior BETA Club (Sponsors: Mrs. Alison Williams and Ms. Jillann Starr) - The Junior BETA Club mission is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students. Students who maintain at least a 90% cumulative average for the semester are invited to join.

Math Team (Sponsor: Mrs. Melissa Campbell) - The goal of the Math Team is to successfully compete in mathematics, create an enthusiasm among students around mathematics, and promote the unique, creative problem solving aspects of the discipline. The Math Team competes in the regional Math Competition hosted by Griffin RESA.

Broadcast News Team (Sponsor: Mrs. Aida Head) - The Broadcast News Team meets daily to brainstorm, write and produce a daily news program. Students will broadcast the news schoolwide every morning. They learn to present news in an engaging and professional fashion and work together as a team to meet deadlines and create a great product. (application process)

Peer Leadership (Sponsor: Mrs. LaKeshia Grooms) - The purpose of the Peer Leadership group is to instill in students a sense of belonging and connectedness to their peers and school community. Involvement in the group helps students become resourceful and service-minded agents of change working collectively toward a common good in their present and future lives. Peer leadership provides students with experiences that build character, boost resilience, and promote a sense of purposefulness. Open to 8th graders only who are recommended by their 7th grade teachers.

Pep Band (Sponsor: Mr. Tyler Allen) - 7th and 8th grade students who are enrolled in band and are interested in learning pep tunes in addition to performing at pep rallies, PTO meetings, the Jackson Christmas Parade and many other exciting events.

PTO-Parent Teacher Organization (Liaison: Mrs. Amy Beasley) - We encourage all parents to join Henderson Middle School's PTO. Dues are only \$5.00 for the entire year. For membership information, contact Ms. Amy Beasley at beasleyam@bcस्क12.org or call the front office at 770-504-2310.

Robotics Team (Sponsors: Commander Matthew Jordan and Mrs. Sheila Small) - Students will learn the in's and out's of building robots, how to design a program that will allow the robots to move on their own, and extensively research how robots play an integral role in our community. (currently only open to 6th and 7th graders)

Yearbook Club (Sponsor: TBD) - Students design, promote, and sell the HMS Yearbook. Students use an online program to create pages, and are also primarily responsible for taking the pictures that end up in the yearbook. The main goal is to capture the atmosphere of Henderson Middle School.

Yearbook Club is a year long commitment that requires a great deal of writing and time, but it is a positive experience. (application process)

The last Friday of each month, HMS holds a Flexible Learning Experiences Day (FLEX) during the last hour of the school day. Students are given the opportunity to choose from a list of clubs they would like to experience. Each month, club sponsors create exciting and intriguing activities for the club members. Some examples of the clubs are, but are not limited to: Arts and Crafts, Book Club, Brain Games (puzzles, board games, etc), Community Service, Computer Games, Cooking Club, Drama Club, HMS Spirit Club, STEM Challenge, various sports history groups, etc.

WHAT IS THE BEHAVIOR OF A TIGER?

Tigers R.O.A.R.

We are Respectful. We are Organized. We are Achievers. We are Responsible.

Behavior Expectations

Henderson Middle School wants to establish a comfortable atmosphere which will ensure that each student can learn and grow as an individual. When the educational and organizational process of the school is interrupted, everyone loses instructional time and learning opportunities. Disciplinary actions result when students do not meet the expectations set forth by the teachers and administrators.

County-wide expectations are outlined in our BCSS Code of Conduct. In keeping with those expectations, each student at HMS is expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs his/her own or other students' educational achievement.** Students shall know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and follow school rules and procedures.
- **Recognize and respect the rights of other students to learn.** Students may not disrupt the learning environment in any way.

Positive Behavioral Interventions and Supports (PBIS)

What is PBIS?

Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior. With PBIS, kids learn about behavior, just as they learn other subjects like math or science. The key to PBIS is prevention, **not** punishment. That means, we teach appropriate behaviors school-wide, and we use a progressive discipline process designed so that the degree of the discipline is in proportion to the severity of the behavior, the student's prior discipline history, and other relevant factors. In every case, we follow the due process procedures required by federal and state law.

What about when students misbehave?

At HMS, we give students opportunities to learn about behavior in a positive environment, but, because they are learning, sometimes students will exhibit undesirable behaviors and need consequences. For those times, we use our 4-Step Plan in every classroom.

- 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 a consequence of a written parent contact with an assignment of Silent Lunch or Grade Level Timeout and the infraction noted as “Step 2” on the 4-Step Form.
- The third infraction will result in a parent phone call being made or parent conference scheduled and the student will be assigned to after school detention. The infraction will be noted as “Step 3” on the 4-Step Form. 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 and a parent phone call from the appropriate administrator.

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

**For information regarding actions that may result in an automatic referral, please refer to the Butts County Schools Student Information and Code of Conduct.

In School Suspension

Our ISS room is a place where students go to revisit their behaviors and recover composure so that they can get back in class at the appropriate time. The purposes of the program are to:

- Isolate the disruptive students during the school day from the regular classrooms and activities of the school
- Continue the student's progress with classroom assignments
- Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems.

Students are expected to follow all rules of the ISS program. Failure to adhere to those rules will result in additional disciplinary action which may include additional time in ISS or Out of School Suspension.

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 could result in disciplinary consequences.

Chronic Disciplinary Problem Student Act

Definition – “Chronic disciplinary problem student” means a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e.

the student, parents, and school). The student and parents will be asked to take part in developing a plan, which will address the behavioral concerns (O.C.G.A. §20-2-65).

** 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.

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.

Bus Behavioral Expectations

Bus transportation is provided as a privilege to all students who attend school in Butts County. The **school bus is an extension of the classroom**. All students who ride the bus must display proper behavior in order to ensure the safety of every child. The same rules that apply on campus also apply on the school bus. Failure to observe proper behavior and/or safety rules can result in loss of bus privileges.

- Students are expected to follow the directions of the adult supervision on the bus at all times.
- Students will help the bus driver keep their school bus clean and in good, safe condition at all times.
- Students will refrain from bullying and teasing and will not use profanity or make obscene gestures.
- Students are expected to observe the school dress code while on the bus.
- Students will safely wait for, board, and exit the bus at their assigned stop.
- Students are expected to keep all body parts to themselves, away from windows, and confined to their assigned seat at all times with their backs to the back of the seat, bottoms on the bottom, and carry items (book bags) in their laps. Pencils and pens will be put away while the bus is moving.
- Students are not allowed to put head, hands, or objects outside the bus window.
- ****Electronic devices may be used as long as they do not create a distraction.***
- Students will not eat or drink on the bus; or bring tobacco products, drugs, or weapons on the bus.
- Students are expected to observe silence at railroad crossings; they may talk quietly at other times.
- Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.
- A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, If any student is found guilty of committing the offense of bullying three times in a given school year, such may be assigned to alternative school and include Butts County Bullying policy guideline.

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.

*Parents with concerns related to alleged school bus misconduct, or with student safety concerns on the school bus, shall contact the school principal, not the bus transportation office. The investigation of alleged school bus misconduct is the responsibility of the school, not the responsibility of the bus transportation office. Bus suspension and other consequences are decided by the principal or designee of the school.

Discipline will be guided by and administered according to procedures in the BCSS Student Code of Conduct, this handbook, and principal discretion. School principals will coordinate with the bus transportation office when needed as part of an investigation.

Bullying

Henderson Middle School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

HMS believes that all students can learn better in a safe school environment. Students or parents who witness possible bullying may report the incident of alleged bullying, orally or in writing, to a teacher, counselor, principal or other school employee. If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a school employee as soon as possible. At HMS, all forms of bullying should be reported, and reports of bullying will be investigated.

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 a referral to a disciplinary tribunal hearing.

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

Cell Phones, Electronic Devices, and Contraband

Henderson Middle School prohibits the use of cell phones and electronic devices during the school day between 7:05a.m. and 3:10 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 the locker 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 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. Repeated cell phone infractions could result in a Level II offense.

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; iPods, Tablets, audible radios, any electronic device without headphones/earbuds 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... 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.

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 unless worn with a shirt, skirt, dress, or shorts that reach below the fingertips or longer.
- 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 or slides 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, headbands, or hats.
- Dress code applies in P. E. Class. (i.e., length of shorts)
- No holes in jeans above the fingertips.
- Blankets and pillows are not allowed at school.
- **THE SCHOOL ADMINISTRATION MAINTAINS THE RIGHT TO DECIDE THE SUITABILITY OF ANY AND ALL GARMENTS AND JEWELRY.**

Final decisions about Dress Code will be at the discretion of the Principal. 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.

Acceptable Use of Computers and Electronic Communications (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 included on the last page of this handbook. 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.

TIGER DETAILS

Reporting Inappropriate Behavior

Any student (or parent or friend of a student) who has been the victim of an act of inappropriate behavior (sexual abuse or sexual misconduct by a teacher, administrator or other school system employee) is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Reporting a Complaint

According to Georgia law, any citizen of the state of Georgia may file a complaint against a certified/licensed educator. The complaint must be in writing and signed by the complainant. To help the GaPSC staff process your complaint as quickly as possible, follow these guidelines:

- Choose the General Complaint Form, Abandonment of Contract Complaint Form, or the Testing Violation Complaint Form.
- If you do not know which to use, choose the General Complaint Form.
- Mail or fax a completed form to the Educator Ethics Division at the address (or fax number) given on the bottom of the form. Please fill in all requested information, include the educator's full name, address, phone number, and school district.
- Briefly state the standard that was violated and how it was violated.
- Attach supporting documentation, if applicable, including the names, addresses, and telephone numbers of any potential witnesses, if known. Information for reporting a complaint can be located at: www.gapsc.com

Highly Qualified Teachers

The Butts County School System hires all teachers as Highly Qualified. We assign teachers to their subject area and/or grade level expertise. Parents will receive notification if a non-highly qualified teacher is assigned as the child's teacher of record in an academic content area for four consecutive weeks or more.

Parent Right to Request Teacher Qualifications

At HMS, we are very proud of our instructional faculty who are highly qualified to provide your student a quality rigorous education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined under ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may inquire:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have questions regarding your child's teacher, please contact the school.

ATTENDANCE: 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:

- 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, 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,
- 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,
- 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.

For information regarding the Attendance Guidelines, please refer to the BCSS Student Information and Code of Conduct 2018-2019.

Parent and Family Engagement Policy

In order to guarantee student success, a partnership between the school and parents is important. In order to maximize the success of our students, Henderson Middle School has created a Parent Involvement Policy.

*Henderson Middle School
School Parent and Family Engagement Policy
2018-2019
(Revised 05/16/2018)*

In order to guarantee student success, partnerships among schools and parents are vital. At Henderson Middle School, we recognize that parents are their children’s primary teachers and their support is critical in our efforts to provide a quality education to the youth at Henderson Middle School. “Over 30 years of research has proven beyond dispute the positive connection between parent and student success. Effectively engaging parents and families in the education of their children has the potential to be far more transformational than any other type of educational reform” (p.5, National PTA, 1997). In order to maximize the success of our students the following strategies are planned to involve parents at Henderson Middle School.

Este es un documento importante de la escuela de su hijo.

Si ustedes necesitan que traduzcamos esta información, por favor, llamen a LaKesha Grooms al (770) 504-2310 ext. 3060

<i>Purpose</i>	<i>Activities/Strategies</i>
<i>Parental and Family Engagement Policy Requirements</i>	
<i>The school will involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 118(b) of the ESEA.</i>	<ul style="list-style-type: none"> · School Parental Involvement Team · School-Parent Compact · Parent Survey (one per semester) · School Council · PTO Meeting

<p><i>The school will distribute to parents of participating children and the local community, the School Parental Involvement Policy.</i></p>	<ul style="list-style-type: none"> · School Website · New student enrollment Packet · Main office parent information display · Annual Title I Meeting · Student Information Packet
<p><i>The school will convene an annual meeting to inform parents of the following: Title I, Parent Involvement Plan, School Parent Compact, and will hold parent/teacher conferences, and communicate frequently to parents on upcoming activities and workshops.</i></p>	<ul style="list-style-type: none"> · 6th grade Orientation · Various meetings throughout the school year · Annual Title I Meeting · Parent Conference Day
<p><i>The school will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.</i></p>	<ul style="list-style-type: none"> · Parent-Teacher Conferences · School Website · 6th grade Parent-Student Orientation · Advisor/Student/Parent Annual Conferences · PTO Meetings · Welcome Letter
<p>Shared Responsibilities for High Student Academic Achievement</p>	
<p><i>The school will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement.</i></p>	<ul style="list-style-type: none"> · School Website with Academic Student Links and Parent Resource Links · Spring Semester/5th to 6th Grade Transition Evening for Parents · School Council · PTO Meetings · Community Conversation
<p><i>The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.</i></p>	<ul style="list-style-type: none"> · School Website with Academic Student Links and Parent Resource Links · Student Support Team & Services · How to Use Your Parent Portal · Counselor/Parent-Student-Teacher Conferences · Parent Workshops
<p><i>The school will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools.</i></p>	<ul style="list-style-type: none"> · Faculty Training on Parent/Teacher Communication · Staff Workshops · Faculty training on how to use Parent Volunteers
<p><i>The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand</i></p>	<ul style="list-style-type: none"> · District /School Website · School Activities Calendar · Various Newsletters · Phone Notification System · School Flyers · Main Office Parent Information Display · Month at a Glance · Infinite Campus · Remind

Building Capacity for Involvement	
<i>The School Parental Involvement Policy may include additional discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement.</i>	<ul style="list-style-type: none"> · HMS Meet and Greet Schedule Pickup · PTO/School Council meetings · Community Calendar
<i>The school will administer an annual survey to assess the best time for workshops, the type of workshops that are needed, and rate the effectiveness of parental involvement activities.</i>	<ul style="list-style-type: none"> · School Survey-Fall and Spring

Schools receiving Title 1, Part A funds must implement programs and activities for the involvement of parents. In order to build a dynamic home-school partnership, Henderson Middle School will implement the above parental involvement activities.

School Health Guidelines

- **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 unlabelled 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, epipens and diabetic supplies). 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. Emergency medications (rescue

inhalers/nebulizers and Epipens) will be sent with the teacher and returned to the clinic at the conclusion of the field trip. If a student has a current Allergic Reaction health plan ordering an Epipen and/or emergency asthma medication form on file at school, they will be required to have their emergency medication on the field trip to prevent any issues. If the medication is not provided by the parent for the field trip, the student may not be allowed to attend the field trip. Advance notice will be given to the parent at least two weeks prior to the field trip (or as soon as the clinic is aware of the trip).

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.
2. 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. The pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication needed until the next refill is due (usually a month) and take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
3. Short term prescription medications (example: antibiotics) must be brought to the school office by a parent and the parent must complete the authorization form.
4. 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.
5. Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
6. All medications should be counted by a designated school representative and the parent and documented on the Count Sheet and documented on the appropriate form (Short Term Form or Long Term Form).
7. Asthma inhalers, Epipens and diabetes management require a specific form (Diabetic Management Plan, Allergic Reaction Emergency Health Care Plan, Permission to Carry Epipen, and/or Asthma Emergency Medication Authorization) to have these medications/supplies at school. If the medical provider deems it necessary for the student to have these medications and/or diabetic supplies with the student instead of in the clinic or with an adult, it must be denoted as such from the provider on these forms.
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.

9. Levalbuterol or albuterol sulfate may be administered by any trained employee to a student if there is a perceived or actual respiratory distress requiring the medication regardless if there is a prescription on file.

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 and doses given should be documented on the corresponding form.
5. Students are allowed to transport and possess cough drops and eye rewetting 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.)

● **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.

● **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.

- **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.

- **Food Allergies**

- Every effort will be made to protect your child from receiving food allergies that either you or your child's physician report to the school. For the cafeteria to make a substitution for a food allergy, there must be an up to date physician signed document on file at the school stating the child's allergy. Any other parent reported food allergies will be reported to the cafeteria but no substitutions can be made. At the elementary schools, we will also provide a visible lanyard, with your permission, listing the food allergies for your child to wear to the cafeteria so that the adults in the cafeteria have a quick, visual reference for his/her food allergies and can better protect your child.

- **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 or overnight hospitalization (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 so the official may need 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 5 days after officially enrolling in school or within 5 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.

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 does not 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

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

The OCR National Headquarters is located at:

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.

Section 504 Procedural Safeguards

Overview:

Any student, 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.

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.

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.

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's 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.

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.

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. Students may report harassment or perceived discrimination to the school administrator. All such reports may be investigated by the Title VI and Title XI Coordinators, considered by Section 504 of the Americans with Disabilities Act Coordinator, and the Sports Equity Coordinator.

The OCR office for Georgia is located at:

Atlanta 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

Photographs and Publications Permission

I grant permission for my child, _____, to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, and/or on the HMS website.

Parent/Guardian Signature: _____ Date : _____

Electronic Communications Agreement and Acknowledgment

Student Agreement

I understand and will abide by the terms of the Butts County Schools' Acceptable Use of Computers and Electronic Communications policy as stated in this handbook. I understand that usage of computer resources is a privilege. If I violate the policy or regulations and fail to use the Internet and electronic communications responsibly, I understand that my access privileges may be revoked; school disciplinary action taken and/or appropriate legal action may be pursued.

Student Name (printed): _____

Homeroom Teacher: _____

Student Signature: _____ Date : _____

Parent/Guardian Agreement

As the parent/guardian of the above named student, I have read and understand the Butts County Schools' Acceptable Use of Computers and Electronic Communications policy as stated in this handbook. I understand that Internet access and electronic communications are for education purposes only and will be monitored. I also recognize that is impossible for Butts County Schools to restrict access to all offensive material and will not hold them responsible for material acquired or viewed that I may deem offensive. Further, I accept full responsibility for supervision if and when my child's use of network is extended beyond the school day and/or school building.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Handbook Acknowledgment

Signature on this form confirms parent/guardian receipt of the student handbook, which includes the code of conduct for HMS.

Parent/Guardian Signature: _____