

Hart County Middle School Student Handbook 2021-2022

"It's a great day to be a Bulldog at Hart County Middle School."



Hart County Middle School
176 Powell Road * Hartwell, GA 30643
Telephone: 706-376-5431
<http://hcms.hart.k12.ga.us/>

Principal
Assistant Principal
Assistant Principal

Dr. Jacqueline Brock
Mr. Earl Fouch
Mr. Trae Jones

School Counselor 6th & 7th grade
School Counselor 8th grade

Mrs. Rachel Whiten
Mrs. Stephanie Walker

CONTACT NUMBERS

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HART COUNTY SCHOOLS CENTRAL OFFICE	706-376-5141
HART COUNTY SCHOOLS TRANSPORTATION	706-856-7295

Dear Hart County Middle School Parents and Students,

I hope you have had a great summer and are looking forward to an exciting school year. I am very excited to have the honor of serving as your Principal. I look forward to building relationships with you, as well as working with teachers and staff to provide a world-class educational experience.

As we embark on the 2021-2022 school year, I am certain that amazing learning experiences and many memorable moments await. The upcoming school year brings all of the excitement of new beginnings, new experiences and new opportunities to learn and grow. Every teacher, principal, staff member and parent plays an important role in making this year the best year ever.

Our handbook includes important school policies and procedures to ensure a safe and productive year. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your student's education. As partners, we share the responsibility for our student's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your student's learning by ensuring that he/she: 1) Attends school daily and arrives on time (ready for the day's learning experience) 2) Completes all homework assignments given by teachers 3) Reads daily to develop a love for reading and to improve literacy skills 4) Shares school experiences with you so that you are aware of his/her school life 5) Informs you if he/she needs additional support in any area or subject 6) Knows that you expect him/her to succeed in all aspect of their educational career.

Sincere regards,

Jacqueline Brock
Principal
Hart County Middle School

This agenda belongs to _____ Grade _____

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**Hart County Charter System Calendar
2021-2022**

<u>Event/Holiday</u>	<u>Date</u>
New Teacher Orientation	Jul 26 & 27
Pre-Planning/Professional Learning	Jul 28, 29, & 30
First Day of School!!!	Aug 2
Labor Day	Sept 6
Progress Reports	Sept 7
End of 1st 9 Weeks	Oct 1 (44 Days)
End of 1st 9 Weeks	Oct 1
Fall Break	Oct 4-8
Early Release / Report Cards	Oct 14
Progress Reports	Nov 15
Thanksgiving Holiday	Nov 22-26
End of Second Nine Weeks / Last	Dec 17 (1:00 Release)
Christmas Holidays	Dec 20 -Jan 5
Teacher Professional Learning	Jan 4-5
Students Return/Report Cards	Jan 6
MLK Day	Jan 17
Progress Reports	Feb 10
Winter Break	Feb 21-25
End of 3rd 9 Weeks	Mar 18
Early Release / Report Cards	Mar 24
Spring Break	April 11-15
Progress Reports	April 28
Last Day of School	May 27 Students released at 1:00 PM
Memorial Day	May 30
Post-Planning/Professional Learning	May 31-Jun 1-2

HCMS Bell Schedules

6th Grade Schedule		
Period	Time	Minutes
Academic 1	8:00-9:35	95
Connection A	9:37-10:22	45
Lunch/Hart	10:24-10:46	22
Lunch/Hart	10:48-11:10	22
Academic 2	11:12-12:41	89
Connection B	12:43-1:28	45
Academic 3	1:30-3:00	90
Group A Lunch/Group B Hart Break		

7th Grade Schedule		
Period	Time	Minutes
Connection A/B	8:00-9:30	90
Academic 1	9:32-11:03	91
Academic 2a	11:05-11:35	30
Lunch/Hart	11:37-11:59	22
Lunch/Hart	12:01-12:23	22
Academic 2b	12:25-1:27	62
Academic 3	1:29-3:00	91
Group A Lunch/Group B Hart Break		

8th Grade Schedule		
Period	Time	Minutes
Academic 1	8:00-9:10	70
Academic 2	9:12-10:20	68
Academic 3	10:22-11:30	68
Academic 4	11:32-12:40	68
Lunch/Hart	12:42-1:04	22
Lunch/Hart	1:06 -1:28	22
Connection A/B	1:30- 3:00	90
Group A Lunch/Group B Hart Break		

Hart County Charter System Mission and Vision

Mission: The mission of the Hart County Charter System is to prepare all individuals to meet tomorrow's challenges by providing quality educational opportunities today.

Vision: Hart County Schools will be recognized for educational excellence.

Guiding Principles/Beliefs:

- Schools provide safe, secure, and nurturing environments for all.
- Stakeholders promote a positive atmosphere that fosters confidence and self-worth for all.
- Each individual is valued and treated with respect.
- Each individual has the right to be educated and the responsibility to learn.
- Quality education requires partnership, which is the responsibility of the school system, the students, the parents, and the community.

Hart County Middle School Technology Acceptance Use Policy

We offer students access to a school-wide computer network, the internet, and a variety of computer systems and technologies to support the curriculum and student learning. To gain access, students must obtain parental permission and must sign the agreement that was provided at the beginning of the school year. Access to the network and internet will enable students to explore thousands of libraries, databases, and websites throughout the world. Our access to the internet provides filters to block certain websites to prevent access to inappropriate material. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits students have from accessing the internet, in the form of information resources, exceed any disadvantages. We strive to provide quality experiences to students using information services; however, inappropriate and/or illegal interaction with any technology is strictly prohibited.

HCMS Computer Network Rules

Access to the network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in any school location. Parent permission is required. Access and use is a privilege—not a right. The use of these resources must be in support of education and research in accordance with educational goals and objectives. The network is provided for students to conduct research and access assigned software. Students are not allowed to just “surf” the internet. Students should receive permission from the teacher to use any storage media from home.

The following are NOT permitted at Hart County Middle School:

- Using teacher designated computer
- Sending, requesting, receiving or displaying offensive messages or pictures
- Accessing personal email accounts, bulletin boards, chat rooms, or social media
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers or computer equipment, computer systems, or computer networks
- Bypassing or attempting to bypass network security
- Violating copyright laws
- Accessing another person's password
- Trespassing in another's folders, work or files
- Intentionally wasting resources, including printing supplies and electronic storage space employing the

network for commercial purposes

Students must adhere to these rules at all times. If you are not sure if something is permissible, ASK before doing it. Violations may result in a loss of access as well as other disciplinary or legal action.

HCMS Media Release Policy

Hart County Middle School may develop, participate in, or be the subject of media-based presentations and events that highlight our school's activities. These presentations/events are of two types: As part of our beginning of the year documentation, if you do NOT want your child's picture used in the below situations, you may opt out by indicating your wishes on the Media Release Form.

1. Those developed by the HCMS staff, students and/or Hart County personnel who may include, but are not limited to: videos, computer-generated presentations which may incorporate scanned photographs or video clips, computer-based productions transmitted via telecommunications, photographs, slide/tape presentations e-mail and school websites. These media presentations may contain captions identifying students' full names and may be used in the following ways: faculty in-service and staff development activities, parent programs, media festivals, public relations, student projects, closed circuit broadcasts and teacher documentation for awards or National Board Certification.
2. Those produced by the commercial media for use in news or feature story presentations and articles.

Children's Online Privacy Protection Act ("COPPA")

COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

This includes, but is not limited to, the use of social media sites (Snapchat, TikTok, Instagram, Facebook, etc...) by individuals under the age of 13.

Regular Bell Schedule

7:30 a.m	Doors are Open
8:00 a.m.	School Day Begins
3:00 p.m.	Car Rider/ Walker/ North Hart Bus Bell
3:05 p.m	South Hart Bus Bell
3:09 p.m	Hartwell Bus Bell
3:30 p.m	All Students Must Be Off Campus

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (20 28U.S.C. 12329) (THE “ACT”), YOU HAVE A RIGHT TO:

- (1) 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, or those who are emancipated, 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 will make arrangements for access and provide notice of such arrangements.
- (2) 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 that the school district 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 rights to a hearing.
- (3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which 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; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
- (4) The Hart County Charter System 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 clubs and sports;
 - (d) Weight and height of student if he/she is a member of an athletic team;
 - (e) Dates of attendance at the Hart County Charter System; and
 - (f) Awards received during the time enrolled in Hart County Charter System.

Unless you, as a parent/guardian or eligible student, request otherwise this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise the 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 release of this notice.

- (5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Hart County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

- (6) 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 your student being photographed, videotaped, or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed below are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described below. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in paragraph (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (A) and (B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described below in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights as described herein;

Section 504/Americans with Disability

No otherwise qualified individual with a disability in the United States, as defined in Section 7(20), shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Title II prohibits discrimination on the basis of disability by public entities, including public elementary, secondary, and postsecondary schools, regardless of whether they receive federal financial assistance.

Any parent, teacher or administrator may request an evaluation of their child to determine eligibility for accommodations under Section 504. Requests are to be made to the school based 504 Coordinator or the School District Coordinator. Initial evaluations may not be conducted unless the parent has given permission for the evaluation. Evaluations are to be conducted by a team of individuals who know the student and the determination of eligibility is to be a team decision. Parents are to be informed of the decision made by the team.

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant 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. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the *504 Procedural Safeguards* and *Notice of Rights of Students and Parents under Section 504* may be found at the system website or may be picked up at the central office or at any of the school offices.

Admission/Enrollment

Under the provisions stated in OCGA 20-2-690.1, a parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school.

- a. A student who meets the age eligibility requirements is eligible to enroll in the Hart County Charter System if the student’s parent or legal guardian is a resident of the school district. Proof of residence is required in accordance with regulations developed by the superintendent.
- b. If the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must complete a non-parental affidavit specifying the reasons why the student is living with the “other person.”
- c. If the person enrolling the student is acting under the authority of a power of attorney executed by a parent or guardian serving in the military, the school shall allow the student to enroll. The school system may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort, or attorney. The school system shall not require such persons to obtain legal guardianship.

Documents required during the enrollment process:

- a. Copy of student’s Social Security number
- b. Certificate of Immunization
- c. Certificate in accordance with the provisions of OCGA 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students
- d. Proof of residence required unless the student is homeless and the McKinney-Vento Act applies.

Student Arrival

Hart County Middle School will open at 7:30 a.m each day. Students will report to their 1st academic class upon arrival. Breakfast will begin at 7:30 a.m. in the classroom. Only water (in clear, plastic bottles) is allowed throughout the school day. Teachers will be in their classrooms at 7:30 a.m. Students who are involved in clubs in the morning will be called over the intercom.

Student Dismissal Procedures

All students will be dismissed at 3:00 p.m. Sixth grade car riders will be picked up in the semi-circle on Fairview across from Hart Care Center. Seventh and eighth grade car riders will be picked up in the front of the school building. Siblings of 6th grade car riders should also report to the 6th grade pick up location. North Hart bus riders will utilize the 8th grade hallway to access the buses. South Hart and Hartwell Elementary bus riders will report to the gym to wait for buses. All in-season athletes will report to the cafeteria to meet coaches.

Withdrawal

1. A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student after 10 days and shall not be included in any enrollment or attendance counts.
2. When a parent or guardian withdraws a student the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.
3. When a parent or guardian does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school or school system, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.
4. With no proof of enrollment in another school or school system, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The withdrawal date shall be the last day of attendance or the day the school system obtains documentation validating the student no longer resides in the school's attendance zone or according to exceptions. (HC board policy JBCD)

Visitors

School policy is to accept only those visitors who have legitimate business at the school. Visitors and guests must register and print out a visitor's badge on the computer in the administrative office immediately upon entering the building. Students are not permitted to talk to visitors in their cars or in the parking lot. Visitors who enter the building without reporting to the main office (Powell Street) are subject to arrest.

Fire and Emergency Drills

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety for those areas of the building in which he/she may be. The information for fire drills are posted in each room. Faculty and staff will allow a 90 second check of the exterior of the building before release. "All clear to return" will alert school personnel and students to return to the building. Students are expected to walk in a straight orderly line and refrain from talking during fire drills.

School Nurse

The health clinic is for vision, hearing, and dental screenings, assisting students with chronic medical problems, medical treatments, assistance and monitoring of medications (signed parent request required), illnesses and accidents occurring at school. The clinic is not to be used in place of parent or physician care. Generally, a student should stay home:

- vomiting more than once
- if there is fever over 100 F. (Do not give Tylenol and send to school.)
- persistent pain (ear, stomach, injury, etc.)
- productive/persistent cough
- a widespread rash

Most of these problems need to be discussed with your child's doctor. Please complete and return the Health Service Consent form and keep emergency contacts up to date. Parents must provide an accurate phone number to school personnel. If a student is seen in the clinic, a record of visit will be documented and the nurse will call the parents.

Medication

Medicine should be brought to school only when it must be given during school hours; this includes over the counter medications. Medication should be brought directly to the front office. Students are only allowed to carry asthma inhalers and EpiPen injectors with written parental consent. All medicine must be in the original container with the student's name and instructions.

Written parental requests must be given for school staff to assist with all medications. Doctor's signature is required on all medications to be given for more than two weeks. The school will gladly assist your child with their medicine. However, your child will be responsible for coming to the office at prescribed times.

The parent is responsible for picking up medicine when treatment is completed or at the end of the year. Any medication not picked up by the last day of school will be destroyed. If you request for your child to have Tylenol or Motrin, or any other over the counter medications, including cough drops, eye drops, etc. you must send medicine to the school clinic, with a signed consent form.

Health Records

- Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. All 6th grade student's upon the first day of school, or before, to have immunizations updated.
- Transfer students have 30 days to furnish the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the Hart County Health Department or from a private physician. Please note that the vaccination records must be on an official form provided by the Georgia Department of Human Resources. Immunizations must be on a 3121 Georgia form. In addition, those students entering a Georgia public school for the first time must provide an eye, ear, and dental certificate.

Personal Electronic Device (PED) policy for Hart County Middle School students

Students are not allowed to use PED during the school day. PED's include: Cell Phones, Apple Watches, Smart Watches, Headphones, Ear pods of any kind, etc... Students should not have their devices out of their book bag before or after school.

If a PED chirps, rings, alarms or vibrates, it could be confiscated immediately by any staff member at Hart County Middle School and the student will be subject to disciplinary action. In the event of an emergency, students may use a school phone and parents may contact the main office to get a message to their child.

1st offense: The PED will be taken up, tagged and turned into the front office. The parent/guardian may pick up the device in the front office. The incident will be recorded as a disciplinary infraction.

2nd offense: The PED will be taken up, tagged and turned into the front office (vault). The PED will be stored in the school vault for 10 school days from the day it is confiscated. The incident will be recorded as a disciplinary infraction.

3rd offense: The PED will be taken up, tagged and turned into the front office (vault). A student will spend two days in ISS and the device will be confiscated for 15 school days from the date it is confiscated. The incident will be recorded as a disciplinary infraction.

4th offense: The PED will be taken up, tagged and turned into the front office (vault). A student will spend five days in ISS and the device will be confiscated for 20 school days from the date it is confiscated. The incident will be recorded as a disciplinary infraction.

Curriculum

Each student at Hart County Middle School is required to take classes in English Language Arts/Reading, Math, Science, Social Studies, and Connections. Administrators and counselors make every effort to mix each class by gender, race, and ability, thereby providing a wholesome environment for all teachers and students. Students will receive acceleration and enrichment for academic classes throughout each school day. More information about the Georgia Standards can be found at www.georgiastandards.org

Talented and Gifted Program (TAG)

Students are evaluated using various assessments for the TAG program. Students in TAG are placed in Accelerated Classes based on performance on end of year State Testing as well as academic classes. Students who do not meet requirements for Accelerated Classes will be placed in a gifted classroom if available so that services can be provided. Student progress will be monitored at each grading period and adjustments made as necessary based on student performance as well as work skills. Both academic and behavior will be considered. Students that do not meet expectations could be removed from the program.

Accelerated Classes Criteria

Criteria for Accelerated Classes is based on performance in their current academic areas, MAP tests and state testing (Milestones). Every effort is given to provide each student with Accelerated Classes if they qualify. The following criteria will be used to determine student eligibility.

- 1) Scores on the previous two Georgia Milestones in Math, ELA, Reading, Social Studies or Science
- 2) Teacher recommendation
- 3) MAP Scores

Those who enrolled in accelerated classes during the school year 2020-2021 will abide by the following criteria:

- Gifted students will receive gifted services but not necessarily accelerated courses
- Instruction for students is quicker paced and at a higher or advanced level.
- Instruction is more project-based with application of knowledge gained.

STEAM

Science, Technology, Engineering, Arts, and Mathematics instruction will take place in each grade level at Hart County Middle School. Instruction throughout the year at each grade level will be focused on developing problem based learning that allows for students to make connections to STEAM areas. The purpose of STEAM education is to help provide guidance and information about possible careers.

Connections Classes

Connections courses will take place daily. Connections are an important part of the educational day and student's participation and attendance is expected. The courses offered include: Agriculture, Art, Business and Computer Science, Physical Education, Band, Engineering/Technology, Chorus, Reading Connections, and Math Connections. 8th Grade Students have the opportunity to take High School Courses for Credit.

High School Credit

- **9th Grade Coursework**
 - Instruction is at the High School Level and is more rigorous than the 8th grade.
 - Criteria for these courses will be based on qualifications and availability
 - Instruction is more project-based with application of knowledge gained.
 - Students must pass the class to receive high school credit.
- **Connections/Electives**
 - Students have multiple opportunities to gain experiences in all of our connections courses. However, if they would like high school credit for connections courses the following is required.

Pass the course with a 70% or higher.

- Courses vary in length. They can be quarter long, semester long, or year long.
- 9th Grade CTAE/Academic Courses
 - Courses are year long
 - If students are in Band, they only can take one CTAE Course.

For students who are severely struggling with 9th grade courses at the mid 9 week point, a parent meeting with the teacher and school counselor will be required. If improvement is not shown by the end of the 1st 9 weeks, the student will be moved into the comparable 8th grade course. Student progress will be monitored at each grading period and adjustments made as necessary. Exception: All 8th grade students will take High School Physical Science.

Frequently Asked Questions about High School Credit

- Will this course count as High School Credit for this subject?
 - Yes, if you choose to accept the grade in this course, it will count as one of the unit requirements for that subject to graduate and the GPA will count towards your High School GPA. The grade will not count towards your HOPE GPA.
- Will I receive bonus points for taking a high school class?
 - Yes, five (5) points will be added to final transcript for taking a high school course at the middle school. The 5 points is not used to calculate your HOPE GPA, just class rank.
 - No, five (5) points will not be added to Physical Science since it is a core course for the system. Five points will not be added to any CTAE course.
- Will this course affect my High School GPA for Coordinate Algebra and 9th Grade Literature?
 - Yes, if you choose to accept the grade in this course, it will count towards your High School Graduation GPA.
 - If you choose not to accept the grade in this course, it will not count towards your High School Graduation GPA.
 - The course will not count towards your HOPE GPA Calculation
- Will this course affect my High School GPA for Physical Science?
 - Yes, because all students are taking the course and because it will no longer be offered at the High School level, it will count towards your High School GPA.
 - The course will not count towards your HOPE GPA Calculation
- Do I have to count this course for High School Credit?
 - Yes, for Physical Science
 - No, for Coordinate Algebra and 9th Grade Lit. You can choose to not take this course as High School Credit. If you choose not to take this course as High School Credit, you will have the options that all other rising 9th grade students will have.
- Can I take this course over if I am not satisfied with my grade?
 - Yes, for Coordinate Algebra and 9th Grade Lit.
 - If you do not receive above an 85% in this class it is recommended that you do not count this course for High School Credit and that you take the course again upon entering high school.
 - No, for Physical Science unless you fail the class and then you must take summer school.
 - Because all students are taking the course, retaking the class is not an option.
- If I do not pass a course do I have to take Summer School?
 - Yes, for Physical Science
 - No, for Coordinate Algebra and 9th grade Lit
 - Students failing either course must take the course again at the high school.

- Do students in 8th Grade take the EOC?
 - Yes, students in Coordinate Algebra and Physical Science will take the EOC which accounts for 20% of their final grade.
- When do we need to make the decision about taking the course for High School Credit?
 - A decision about high school credit for Coordinate Algebra and 9th Grade Lit. should be made before June 1st.

Students may add or drop Band at the end of each semester (at Christmas break and summer break.)

GEORGIA S.H.A.P.E. FITNESSGRAM

Governor Perdue signed HB 229 (Student Health and Physical Education Act) April 28, 2009. Part of this act requires all students enrolled in a physical education course in grades one through 12 to have an annual fitness assessment beginning during the 2011-2012 school year. The Georgia Student Health and Physical Education (SHAPE) Initiative will consist of an annual fitness assessment program for all students in grades 1 - 12 enrolled in Georgia public school physical education classes taught by certified physical education teachers. For more information go to www.fitnessgram.net

Promotion and Retention

The promotion of students in grades 6 and 7 who do not achieve on grade level on the State Assessment (s) shall be determined by a Student Support Team. Promotion of such students shall be based on a review of factors specified in this policy below, including but not limited to, the student's performance on the State Assessment (s) in reading and math.

The promotion of students in grade 8 shall be determined in accordance with State Board Rule 160-4-2-.11 Promotion, Placement, and Retention that requires those students to achieve grade level on the Georgia Milestone Assessment. The school principal or designee shall utilize the results of the State Assessment (s) as specified in this policy in determining: a. the overall academic achievement of students; b. an appropriate plan of accelerated, differentiated, or additional instruction for students who do not achieve grade level; and c. placement (with specific recommendations), promotion or retention of a student.

The local promotion criteria has been determined by the Hart County Board of Education. Promotion and Retention will be a school decision guided by the **MTSS team**.

Extracurricular Sports Eligibility Requirements

Middle School Athletic Eligibility

- 6th and 7th Grade and 1st semester 8th Grade
 - During preceding semester, students must be passing or have passed 2.5 classes
 - Semester classes are .5
 - Year long classes are 1
 - All 6th Graders are academically eligible 1st semester.
 - Students should be on track as defined by school grade level expectations
- 8th Grade
 - 1st Semester, follow 6th and 7th grade criteria
 - 2nd Semester , follow the below
 - During preceding semester, students must be passing or have passed 3.5 classes
 - Semester classes are .5
 - Year long classes are 1
 - Students should be on track as defined by school grade level expectations

➤ Attendance Policy: In order to be eligible to participate in any HCMS sports/extracurricular activity after school hours, a student must attend at least one half day of school on the day of the event excluding weekends.

Students must be in attendance until at least 11:30 a.m. to receive credit for a half day of school. Tardy students must be signed in by 11:30 a.m. on the day of the event to be eligible.

HCMS offers the following sports:

- Baseball— 7th and 8th grade boys
- Basketball—6th, 7th, and 8th grade boys and girls
- Competition Cheerleading—6th, 7th, and 8th grade girls
- Spirit Cheer --- 7th and 8th grade girls
- Cross Country—6th, 7th, and 8th grade boys and girls
- Football---6th, 7th, and 8th grade boys (only if not eligible by age at Rec. Dept.)
- Golf—6th, 7th, and 8th grade boys and girls
- Soccer---6th, 7th, and 8th grade boys and girls
- Bass Fishing Team --- 6th, 7th, and 8th grade boys and girls.
- Softball---6th, 7th, and 8th grade girls
- Tennis---6th, 7th, and 8th grade boys and girls
- Track---6th, 7th, and 8th grade boys and girls
- Volleyball---6th, 7th, and 8th grade girls
- Wrestling---6th, 7th, and 8th grade boys and girls

Honor Roll/Merit Lists

The following system will be used to evaluate students eligible for the Honor Roll/Merit List:

- Honor Roll – Students must receive all A’s (90-100) in all courses.
- Merit List – Students must receive all A’s (90-100) and B’s in all courses.

HCMS Awards Day

All awards for the year will go through the 3rd 9 weeks.

Highest Average Award

There will be one medal for the highest average in each academic course.

Connections Award

Connections teachers give awards in the following areas:

Physical Education, Agriculture, Chorus, Music Appreciation, Band, Art and Technology Systems

Bulldog Achievement Award

Each teacher will present one Bulldog Achievement Award. This award recognizes a student who exemplifies outstanding qualities that teachers would like for every student to possess.

Honor Roll

In order to be recognized for honor roll, students must have been on the honor roll all three nine-week periods this year.

3-Year Honor Roll

In order to receive a 3-year honor roll trophy, students must have been on the honor roll all three years at HCMS.

Top Dog Character Award

This award is given to a female and male student in each grade level who exemplifies outstanding character in everything they do.

Principal's Award

The Principal's Award is given to a student in each grade level who demonstrates HART.

Honorable

Accountable

Respectful

Teachable

Parent-Teacher Conferences

The HCMS staff welcomes the opportunity to meet with parents. Please call the school at (706)376-5431 to schedule a conference with a teacher, counselor and/or an administrator. Teachers are available for conferences during their planning time. Twice a year, students are released early from school at 1:00 p.m. so that parents have the opportunity to pick up their child's report card and meet briefly with the teachers. If a parent desires a longer conference, they can schedule one at this time.

School Counseling

The counseling department works with students in three ways: classroom lessons, small groups, and individual sessions. Counselors are available to help with academic, career, or personal problems. Our counselors will be glad to assist the student in all possible ways. All counseling sessions are confidential with the exception of those issues that the law dictates school personnel to report.

Clubs and Organizations

Middle school students who are involved in extracurricular activities receive benefits far above efforts expended.

- Academic Bowl – Invitation only. Compete in Quiz Bowl style academic competitions.

BETA Club - Invitation only. The Beta Club is an organization designed to create enthusiasm for scholarship. Students must meet academic requirements to be eligible for membership.

FCA - Fellowship of Christian Athletes – Athletes/students committed to their faith and their sport for the betterment of self and others.

- FFA- Future Farmers of America. Must be in Agriculture Class to be eligible.
- Student Council – Representatives from each grade level will work with the counselor on improving the school
- TSA- Technology Student Association - Leadership and opportunities in technology, innovation, design, and engineering.

School Food Services

Educational research has shown that students can learn more effectively when they are properly nourished. Nutritious breakfasts and lunches that meet USDA nutritional requirements are served each day at the school. Thanks to a waiver from USDA, all students can be served breakfast and lunch each day at no cost for the duration of this school year. New for the 2022 school year! Breakfast will be served in the classrooms from 7:30 am-8:00 am.

For your convenience, menus are on the middle school website in addition to www.hart.k12.ga.us/nutrition. Though meals are offered at no cost, some students may choose to purchase additional meals or a la carte items. Parents are encouraged to pre-pay their child's meals. Pre-paid amounts are listed below. As an additional pre-payment option and convenience to parents, on-line payments may be made at www.myschoolbucks.com. This is an on-line system that allows parents/guardians to make deposits into a student's meal account or view meal

purchases. A \$2.49 transaction fee covers the cost of processing online transactions. This fee goes directly to the payment processor, not to the school district.

Parents that have children who have a special nutritional or feeding need due to a disability must have their child's Physician complete the EATING AND FEEDING EVALUATION CHILDREN WITH SPECIAL NEEDS form. This must be completed and on file with the School Nutrition Manager of each school before any modifications are made. This is a separate form from what is turned in to the school nurse and must be completed each year. These forms may be picked up from the Nutrition Manager or at www.hart.k12.ga.us/nutrition.

2021-2022 Meal Prices

All Children will receive meals at no cost throughout this school year.

The cost of additional meals are listed below.

- Breakfast \$1.25
- Lunch \$2.00
- Adult Breakfast \$2.00
- Adult Lunch \$3.25

Student Attendance

Students who attend school regularly are more likely to feel connected to the school and thus are more likely to perform better in the classroom, have a positive attitude and are more likely to graduate from school. Hart County Board of Education recognizes the significance of good attendance contributes to school performance and thus supports having a consistent approach to ensure students attend school. The Attendance Protocol has been developed to provide parents, students, teachers, and school staff the information by which to address attendance issues.

The Georgia Compulsory School Attendance law (O.C.G.A. § 20-2-690.1) requires children to attend school from age 6 to age 16. It also places children who start school before the age of 6 to be subject to the law if they are enrolled in school for at least 20 days.

Hart County Risk Reduction Panel

By order of the Juvenile Court, the Hart County Risk Reduction Panel has been established. Students with excessive absences and/or tardies may be called to appear before this panel, which consists of members of various community agencies gathered to provide support to parents and children for the purpose of improving attendance. It is incumbent upon the parent(s)/guardian(s) to work with the panel to develop a plan of action. Failure to comply with the plan may result in a referral to the Department of Family and Children Services and/or Juvenile Court.

Absences

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parental permission.

Excused Absences

An excused absence is an absence that is a result of one of the following reasons:

1. Any state approved reason (as listed below)
 - Personal illness, requiring attention from a health care professional (Medical, counseling, dental, and other agency appointments that cannot be scheduled before/after school hours)
 - Serious illness or death in a student’s immediate family
 - A court order or an order by a governmental agency mandating absence
 - Religious holiday
 - Conditions rendering attendance impossible or hazardous to student health and safety
 - Visitation with a parent or legal guardian in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat zone posting
2. All students serving as pages of the Georgia General Assembly
3. All students in foster care who attend court proceedings relating to the student’s foster care
4. All students traveling on a school-sponsored trip
5. All out of school suspensions shall be temporarily excused. A student under suspension will be allowed to make up work according to Hart County Board Policy JBD.

Parent Excused Absences

Each student is allowed **five (5)** parent excused absences per semester. These absences are to be supported by a note from the parent/guardian, and must be received within **TWO(2) school days following the student’s absence** in order to be accepted. The parent note should include the reason for the absence and be signed by the student’s parent/guardian with the phone number where the parent/guardian may be reached during the day.

Submitting Excuses

Once a student returns to school, written documentation of absences must be received within **TWO (2) school days following the student’s absence** in order to be accepted. If the written documentation is not received within **TWO(2) SCHOOL DAYS** the absence will remain as an unexcused absence.

Unexcused Absences

A written summary of possible consequences and penalties for failure to comply with Georgia Compulsory School Attendance law (O.C.G.A. § 20-2-690.1) will be provided to parent(s)/guardian(s) by September 1 of each school year or within thirty (30) days after a student has enrolled in the school district. The parent(s)/guardian(s) will sign a statement indicating receipt of such a written statement of possible consequences and penalties. Students who are ten (10) years or older by September 1 will sign a statement indicating receipt of a written statement of possible consequences for noncompliance with the school district’s attendance policy.

1. THREE (3) UNEXCUSED ABSENCES

a. 3 Day Attendance Letter

The school will send an attendance letter and a copy of the notification of compulsory

attendance form to the parent/guardian. The parent/guardian and students (over the age of ten (10) by September 1st) will be asked to sign and return the form to school. After two attempts to obtain the parent/guardian signature, the school will send the attendance letter and the notification of compulsory attendance form via certified/ return receipt mail. The school will maintain a copy of the letter and certified mail receipt as documentation.

2. FIVE (5) UNEXCUSED ABSENCES

. 5 day Attendance Letter

The school will send a 5 day notice of unexcused absence letter and a copy of the notification of compulsory attendance form to the parent/guardian.

The parent/guardian and students (over the age of ten (10) by September 1st) will be asked to sign and return the form to school.

After two attempts to obtain the parent/guardian signature, the school will send the attendance letter and the notification of compulsory attendance form via certified/ return receipt mail.

The school will maintain a copy of the letter and certified mail receipt as documentation.

b. Attendance Support Team Meeting

The school will contact student parent(s) and conduct an Attendance Support Team meeting with the parent(s)/guardian(s) and the student. The purpose of this meeting is to develop an intervention plan to improve student attendance.

c. Referral School Social Worker

The Hart County Charter System Social Worker will be notified for further unexcused absences following the attendance contract or

If a parent/guardian fails two (2) times to respond to attempts to schedule or to attend the attendance meeting.

d. School Principal Verification of Absence

After five (5) excused absences per semester, the principal of the student's school may require medical or appropriate documentation in support of each and every further absence which the student claims is excused. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused.

3. TEN (10) UNEXCUSED ABSENCES

a. Juvenile Court Referral

The Georgia Compulsory attendance Law considers students truant at ten (10) unexcused absences.

If a student accumulates ten (10) or more unexcused absences a referral will be made to the Hart County Northern Judicial Circuit Juvenile Court Risk Reduction Task Force.

Parent(s)/Guardian(s) will be notified by the Hart County Charter System Social Worker via Certified/First Class mail of referral.

b. Involuntary Student Withdrawal (Ages 16 and older)

A student beyond the age of compulsory attendance regulation (16 years old and up) is subject to being withdrawn from school enrollment after **10 unexcused absences** and with no proof of enrollment in another school, school system, private school or home study.

4. REVOCATION OF INTRADISTRICT or OUT OF DISTRICT PRIVILEGE

a. Intradistrict Students

If a student was granted an intradistrict transfer to another school, he/she may be placed back at his/her school of origin as recommended by the Principal.

b. Out of district Students

If a student received BOE approval for out of district attendance in Hart County Schools, out of district approval may be revoked and required to enroll in school district in the family/student county of residence as recommended by school/ district administration.

Bus/Bus Behavior

All buses will pick up and deliver students at regular designated stops on the route. Drivers will make every effort to run on time; however, this will require students to be at the designated stop when the bus arrives. Missing the bus is not an excuse for absence/tardiness to school. School bus drivers represent school authority and are responsible for each passenger on the bus. All students who ride a bus are subject to rules and regulations. Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of individuals on the bus. Misconduct on the bus or at the bus stop will result in disciplinary action.

Parental Responsibility for Attendance

When students live with both parents the law considers them to be equally responsible for their children's attendance at school. Children should have received sufficient sleep the night before, be awakened, and readied to attend school each morning. Excuses are to be submitted within two (2) days following the student's absence from school. The note should include the reason for the absence and be signed by the parent with the phone number where the parent may be reached during the day. Please submit hand written notes to the front office or medical excuses can be faxed to the Registrar at (706)377-2714. Medical documentation to support the reason for the absence may be requested at any time by the Principal or designee.

Students are allowed five (5) handwritten excuses per semester. After five handwritten notes, the student will need to provide medical excuses or appropriate documentation in support of each and every further absence which the student claims is excused. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Appointments for physical or mental health reasons should be scheduled to ensure students miss minimal instructional time from the classroom.

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Parents are encouraged to check on their child's attendance at school. Access to review their student attendance records is through the Parent Portal of the student data system. The internet link to the portal can be found on the district's website, www.hart.k12.ga.us.

Student Responsibility for Attendance

Students are permitted to make up work when absences are excused, provided they contact the teacher(s) within two (2) days of returning to school to make arrangements for making up missed work. The student must make up the work according to the schedule set by the teacher; otherwise, make-up credit may be withheld at the discretion of the teacher. All out of school suspensions shall be temporarily excused. A student under suspension will be allowed to make up work according to Board of Education policy.

Hospital/Homebound Instruction

Students may be eligible for Hospital-Homebound Instructional Services while hospitalized or confined at home when the absence is expected to be 10 or more consecutive school days. Students may also be eligible for Intermittent Instructional Services if the student has a chronic condition which is expected to result in at least 10 or more absences from school, during the school year with at least three consecutive school days for each occurrence. In either situation the parent requests the instruction and it must be based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis. For students who are served under an Educational Service Plan (Response to Intervention team, Section 504 plan or Individualized Education Program team), the members of the team should develop a re-entry procedure upon return to school. Each school has an administrator assigned to coordinate HHB services.

Tardy to School

Late arrival to school and early checkout from school will both be considered tardy. Parents are required to sign in their child either in checkmate or log in sheet and state the reason for the tardiness.

Prior to the end of the school day students shall only be released to a parent (or other authorized pick-up person) when the parent has telephoned their permission to appropriate school personnel. The parent (or other authorized pick-up) shall be required to come inside the school to the designated area to sign the student out.

Tardiness

Tardiness is considered a classroom disturbance. Car problems, oversleeping, and unexcused personal problems will be unacceptable. Students who enter their classrooms after 8:00 a.m. are considered tardy. Parents are required to sign in their child and not drop them off when they are tardy.

HCMS Tardy Policy

Tardiness per semester	Consequences
After 3	Students will be required to serve after school detention on the next tardy.
4+	One day of detention per tardy
7+	Attendance / Tardy Meeting with Parent/Guardian and student
10+	Student will be referred to SWARM (Social Worker) and phone call will be made to parent/guardian

Tardy protocol starts at zero at the beginning of each semester. Teachers are not required to provide make-up work for students who are tardy.

Sign-Out Procedures

- We encourage students to remain at school for the entire school day because leaving early causes loss of instructional time. Students who sign out of school early are missing valuable class time. It is understood that appointments and various other times have to be arranged according to professional schedules; however, these should be limited to a minimal number. Students who are to leave school early must be signed out in the office by their parent or guardian. It is necessary for the parent to sign their name and the reason for the student leaving in Checkmate, in the main office.
- Students wishing to go home with a friend or someone other than a parent or guardian must bring a note written by a parent /guardian to the front office immediately upon their arrival to school. The note should include the reason for signing out early, time, date, and telephone number where the parent can be reached during the day. Students who come on campus may not leave school without following the sign out

procedures.

- Students are not allowed to stay after school for a school event unsupervised. This includes leaving school without parent supervision and returning to school for the event.
- If a student skips campus without permission, school officials will notify police for safety and liability purposes. **Students are not allowed to sign out after 2:30 p.m.**

Media Center/Computer Labs

The Hart County Middle School Media Center hours of operation are from 7:45 am – 3:30 pm each school day. The maximum number of items a student patron may check out is two (2) unless otherwise authorized by the Media Specialist. The maximum number of school days in a checkout period for an item is ten (10).

Most of the materials in the library circulate for a specific period of time. It is essential that all materials be returned on time for the benefit of everyone who uses the library.

Students must immediately notify the Media Specialist of any items lost or presumed lost. All lost or damaged materials must be replaced at the expense of the borrower. See the Media Specialist for the replacement cost of lost materials. Students will receive an email each day listing materials that are checked out by them. It is the student's responsibility to notify the Media Specialist of any discrepancies on his/her record.

The Media Center should maintain a respectful working environment. Students should refrain from loud talking, horseplay, and general disruption. Library privileges may be revoked due to misbehavior.

Computer Lab areas are accessible to teachers for classroom use and small groups. Students must have supervision by an adult to be in the lab areas.

Discipline

Board Policy: Student Behavior Code

Descriptor: JCDA

It is the desire of the Hart County Board of Education that all students have every possible opportunity to take advantage of instructional programs that will allow them access to the best possible education. Any distractions from a favorable teaching and learning environment lessen this opportunity. Students are expected to adhere to standards of behavior that will facilitate a positive learning environment for themselves and other students. Respect for each other, system employees, and school property is a requirement for all students. They are also expected to comply with student behavior policies adopted by the Board of Education, and to obey student behavior rules established by individual schools.

Parent involvement is the most desirable avenue for correcting behavioral problems and will be used when possible. Parent conferences may be used in conjunction with other forms of discipline. Parents shall be involved in periodic revisions of the Code of Student Conduct.

Because of these factors, punishment imposed may vary from student to student for the same offense. School systems are required to have progressive punishment policies.

Students accused of violating this Code should be advised of the violation and given a reasonable opportunity to present their position. Any student in excess of ten (10) cumulative days of suspension per semester for disciplinary reasons may be recommended to the tribunal panel for possible change of placement.

This Code of Student Conduct shall be available to each student and parent in the district, including newly enrolled students. Parents shall sign an acknowledgement of the receipt of the Code. This Code shall be available online and a printed copy will be provided upon request.

Federal and state laws and regulations that are in conflict with this Code or its application shall take precedence.

Student Behavioral Expectations through PBIS

Hart County Charter System implement Positive Behavior Intervention Supports (PBIS) to support student growth. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 1,200 Georgia schools and 27,000 nationwide have been trained in PBIS. Implementation of PBIS is saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. Please be on the lookout for additional information about PBIS throughout the school year.

The Middle School expectations are Honorable Accountable Respectful and Teachable (HART). Student behavior should coincide with HART expectations. Even with clear expectations and positive reinforcement, negative behaviors can occur. Teachers will follow the school discipline policy when applicable.

School Specific Expectations

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 their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, 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, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Hart County Charter System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences. The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or even while traveling to and from such events;
- On vehicles for student transportation by the school system;
- On school buses and at school bus stops;
- Also, students may be disciplined for conduct off campus, which could result in a student being criminally charged with a felony, and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Unsafe School: Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of the State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS

Seclusion or Restraint of Students

The use of physical restraint in Georgia public schools and educational programs is governed by *Rule 160-5-1-.35 Seclusion and Restraint for All Students, Code JGF(2), O.C.G.A 20-2-2-240*. The rule can be found on the Georgia Department of Education website at www.doe.k12.ga.us.

Student Support Processes

The Hart County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary student plans, mentoring programs, peer mentors, and student leadership class support.

Authority of the Principal and Authority of the Teacher

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such a report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior.

The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which have occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Parental Involvement

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

This Code of Conduct is based on the expectation that 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. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Georgia law mandates that any time a teacher or principal identifies (Infinite Campus Referral) a student as a

chronic disciplinary problem, the principal shall notify by phone call and by mail the student's parent or guardian of the disciplinary problem. The principal may request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Dress Code

Student appearance and dress should reflect appropriate choices for the educational setting. The following rules have been proposed to apply to student and school personnel dress.

- Extremes should always be avoided. If in doubt, wear something else. School administrators will prohibit the wearing of any garment or article that causes or has the potential to cause disruption or interference with the educational setting or process.
- All shorts, dresses, and skirts, (including slits) shall hang to four inches above the knee. The item must be a "stand alone" item and cover all the way around the student. (except for PE)
- An open back of any type of shirt is not allowed.
- No mesh, see-through, tight, low cut, or revealing garments.
- Camisoles or spaghetti strap tops are not allowed. Bra straps are not to be showing at any time.
- Sleeveless garments are appropriate as long as they are non-revealing around the shoulders and arms and no undergarments are exposed.
- Males must wear shirts with sleeves. An open back on any type of shirt is not allowed.
- No holes in any clothing anywhere, at any time. All holes must be patched or sewn up.
- Bike shorts are inappropriate and therefore shall not be worn.
- Pants and shorts should be fitted at the waist and cover the entire buttocks area without drooping.

Undergarments must not be exposed.

- The stomach and back shall be covered at all times.
- Leggings and tights **may NOT be worn ALONE**. They must be covered with a top/dress that is a "stand alone" item that covers all.
- No mesh, see-through, tight, low cut, leggings/tights, or otherwise revealing garments may be worn alone.
- Any type of athletic sweatpants, nylon elastic pants or shorts are inappropriate attire and shall not be worn. Most accepted pants will have belt loops. Students will be required to wear belts if pants are too big.
- Belts must be buckled at all times.
- Shoes and shirts must be worn at all times on school grounds and at all school functions. Shoes with laces must be tied.
- Bedroom slippers are not permissible.

- Hats, caps, athletic sweatbands, bandanas, doo-rags, hoods, or other head coverings, and sunglasses will not be worn inside the building during the regular school day.
- Fish hooks are not permitted to be worn on hats.
- Facial, tongue or body piercing jewelry is not acceptable. No nose studs, lip rings, etc.
- Students may not draw or carve inappropriate or unacceptable graphics on their bodies, their clothing, backpacks, their books, paper and folders.
- Clothing must fit appropriately and not be too tight or too loose.
- Vulgar, obscene or suggestive writing on clothing, and advertisements of drugs, tobacco or alcoholic beverages may not be worn. Nor shall student clothing display words or symbols that advocate violence, drugs, sex, illegal gang affiliation or other expressed or implied illegal activity.
- No chains can be worn.
- Administration has the discretion to deem other clothing articles not mentioned above as inappropriate

Consequences for dress code violation may include the following:

- Parent(s) contacted to bring appropriate clothes
- Detention
- ISS
- OSS

Drink Policy

Water is the only drink allowed in the building during school hours. Water must be in a clear water bottle. Any drink (carbonated, sports drinks, etc...) will not be allowed during school hours (8:00 am - 3:00 pm).

Gum Policy

Students are not permitted to chew gum in the building

ASD (After School Detention)

- After School Detention will be used to address absences, tardies, and discipline issues.
- After school detention will take place on Mondays and Wednesdays from 3:30 pm-4:00 pm and on Tuesdays and Thursdays from 7:30am-8:00am. (Teacher may add time to help with serving.)
- Failure to participate in assigned detention will result in ISS assignment to fulfill requirements.

ISS (In School Suspension)

- Tardies and absences will be reported to the attendance office. All absences excused or unexcused must be made up. If you check out early the time must be made up.
- You should always remain seated unless otherwise instructed. If you need help or information, please raise your hand, the instructor will try to assist you.
- Talking is **not** allowed at any time.
- No Sleeping. Do **not** put your head on your desk while working.
- **No** food or drink while in ISS. **No** chewing gum.
- **No** disruptive actions in the classroom.
- **Any referral to an administrator while in ISS may result in OSS for the remainder of the assigned ISS time.**