

HAYNES BRIDGE MIDDLE SCHOOL

Parent Handbook/Calendar 2010-2011

10665 Haynes Bridge Road
Alpharetta, GA 30022

(770) 740-7030
[http://www.
haynesbridge.com](http://www.haynesbridge.com)

Principal

Mr. Dru Tomlin

Assistant Principals

Ms. Monica In
Mrs. Debbie Oxford

Counseling Staff

Mrs. Chris Martinez

Secretary

Ms. Donna Moran

Office Personnel

Mrs. Stacie Chandler
Mrs. Janet Reich
Mrs. Nancy Robinson

School Hours

8:25 a. m. - 3:35 p. m.

School Colors

Red and Royal Blue

School Mascot

Eagle

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Parent Handbook**

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THU	FRI	SAT
5	6	7
12	13	14
19	20	21
26	27	28

August 2011

SUN	MON	TUE	WED
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

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Parent Calendar

GENERAL INFORMATION

AFFIDAVIT OF RESIDENCE

Starting with the 07-08 school year, the Fulton County School System requires that all parents/guardians submit a notarized Affidavit of Residence form to the school for each student enrolled. This requirement applies to both current and new students and will be required annually.

Please read the requirements carefully for documents needed by a notary. Notaries are located at banks, UPS Stores, and some customer service areas at grocery stores.

The purpose of the Affidavit is to make sure that only students who reside in Fulton County attend our schools. Our reputation as one of the best school systems in Georgia has resulted in some families who live outside of the Fulton attendance zones finding creative ways to enroll their children in Fulton schools. These families are taking advantage of our outstanding programs and services—without paying the Fulton taxes that are used to fund our schools. The notarized Affidavit legally verifies that your child resides in our school attendance zone, or has an approved hardship or other placement.

A copy of the form will be posted on our web site at www.haynesbridge.com under parent resources. Please complete, have notarized, and return the form prior to Information Day in August.

THU	FRI	SAT
1	2	3
8	9	10
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22	23	24
29	30	31

July 2011

SUN	MON	TUE	WED
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

AFTER SCHOOL ACTIVITIES

After school activities are offered throughout the year for a variety of purposes: music practices, intramurals, detention, tutoring, clubs, etc. Students are expected to make arrangements for pick up prior to coming to school and must be picked up by 5PM unless a permission form stipulates otherwise. Students are expected to sign up for the specific activity each morning before 10 AM. Signing up indicates parent permission to stay and that the parents understand students must be picked up by 5 PM. Students who are picked up later than 5:15 PM will lose the privilege of staying after school after the second warning. Students may not participate in any after school activity on the day of public or private detention, ISS or OSS.

ALPHARETTA POLICE

HBMS falls under the jurisdiction of the Alpharetta Police and Fire Departments. In an effort to assist APD and their K-9 squad with vital training , the police officers and drug dogs conduct periodic searches of both the interior and exterior of our school. These unannounced training sessions provide realistic settings for the dogs and their handlers.

ALTERNATE EVACUATION SITE

In the event that our school is rendered inoperable due to an emergency, Centennial High School has been designated as our alternate site.

ATTENDANCE

Any student who is absent from school shall present a written excuse, signed by one of his/her parents or

June 2011

guardians, when he/she returns to school. If the student is absent three consecutive days and the school cannot get information as to why the student is absent, a referral will be made to the School Social Worker.

A physician's statement must be presented for all absences which exceed ten (10) consecutive days in a school year and for all absences that are due to communicable diseases or under conditions deemed necessary by the principal.

A student must be in attendance at least four periods (excluding lunch) in order to be counted present and/or to attend any after school activities that day.

Attendance is now one of the determining factors of a successful school under the No Child Left Behind Act (NCLB). Our school will not meet the attendance criteria for Annual Yearly Progress (AYP) if the percentage of students absent equates to 15 days or more or is 15% or greater of the total school population. The goal for our school is not to be placed on the "Needs Improvement" list.

Absences

- **Excused Absence** - A student's absence from school or class will be considered excused when it is due to any of the following circumstances:
 1. Personal illness of the student.
 2. Attendance at school would be detrimental to the health of the student or others.
 3. A serious illness or death in student's immediate family necessitating absence from school
 4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating

THU	FRI	SAT
2	3 Report cards mailed if a self-addressed stamped envelope has been sent in to the homeroom teacher and all fines have been paid.	4
9	10	11
16	17	18
23	24	25
30		

<p>School Board Meeting</p> <p>Dunwoody Springs Charter School</p> <p>June 14th</p> <p>Community Meeting</p> <p>Julia Bernath North Springs HS</p> <p>June 21st 9:30 am</p>

SUN	MON	TUE	WED
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

- absence from school.
- 5. Observance of religious holidays, necessitating absence from school.
- 6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
- 7. Serving as a page in the Georgia General Assembly.
- 8. Absences not exceeding a cumulative total of 6 days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
 - a. scholarship interviews/college visitations
 - b. travel opportunity with educational benefits.
 - c. graduation or wedding of a close family member
 - d. specialized educational experience; or
 - e. other circumstances that are mutually agreeable to the parent and principal.

A note from the parent or doctor must be presented to the school within five school days in order for the absence to be excused.

- **Unexcused Absence** - The Administration of Haynes Bridge Middle School **will not grant excused absences** for family vacations, non-school related activities including religious retreats or conventions, non-school related athletic events or competitions, non-school related or sponsored educational trips or other absences which constitute time away from classroom activities during the school year other than those defined in section 8 above, unless pre-approved by the principal.

Such absences will be considered unexcused and fall under the guidelines for make-up of schoolwork unless pre-approved.

May 2011

Tardies – It is the responsibility of the parents and the student for the student to arrive on time. Oversleeping is not a legitimate excuse for tardiness. Tardies that are excused are those due to illness, medical appointments and other legal excuses mentioned previously. The student must report to the office to have his/her agenda signed before going to class. **A note from the parent or doctor must be presented to the school within 5 school days in order for the tardy to be excused.**

The tardy policy is designed to encourage prompt arrival to class in order to minimize disturbances that occur when a student arrives late and to allow the student to take full advantage of the first class period.

Excessive tardies will result in the following consequences:

- Tardy 1 Verbal Warning 1 by the Office Staff
- Tardy 2 Verbal Warning 2 and a phone call to parents by principal
- Tardy 3 Public Detention and a referral to the social worker
- Tardy 4 Two days Administrative Detention
- Tardy 5 One day of ISS and a parent conference to sign an attendance contract in accordance with FCS Code of Conduct and Discipline Handbook (#11B)
- Tardy 6 One day of ISS
- Tardy 7 One day of ISS
- Tardy 8 Two days of ISS and a parent and student conference with the principal
- Tardy 9 Two days of ISS
- Tardy 10 One day of OSS

Check-Outs - If a student needs to leave before school is dismissed, a note from the parent should be brought by the student to the office in the morning. Parents must also come to the office in person to sign out their children. **If an unplanned check out occurs, a note must be presented to the office within five**

THU	FRI	SAT
5 Band Concert- 7pm	6	7
12 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Literature Fair May 9th-13th</div>	13	14
19	20 Book Swap	21
26 Exam Math 8th grade dance 7pm-9pm	27 Last day of school	28
<div style="border: 3px double black; padding: 10px; width: fit-content; margin: auto;">Send a self-addressed stamped envelope to homeroom teacher for report card to be mailed home.</div>		

School Board Meeting

Dunwoody Springs Charter School

May 19th

Community Meeting

Julia Bernath
Haynes Bridge MS

May 17th
9:30 am

SUN	MON	TUE	WED
1	2 Interims home	3	4 Georgia EOCT Math (7th-8th)
8	9 Spring Orchestra Concert—7pm	10 Spring Chorus Concert-7pm	11 PTA Board-9 am
Literature Fair May 9th-13th			
15	16	17	18
Book Swap May 16th-20th			
22	23	24 Exam LA/SS	25 Exam Science/WL/Reading
29	30	31	

school days of the checkout. The administration should be consulted if there are extenuating circumstances.

Note: Work missed during the last week of the semester must be completed within ten (10) school days of the semester immediately following the semester in which the absence occurred. Failure on the part of the student to submit the work at the assigned time will be treated as a missing assignment. This statement applies to all absences. (FC Policy JBD)

**BIGOTRY
(Verbal or Physical Acts)**

Board Policy JCAC states that the Board of Education believes that a valuable element of education is the development of respect for all individuals, regardless of race, color, creed, national origin, age, gender or handicap. In an effort to provide a safe, respectful educational environment, the Board prohibits any student, while on school grounds or at a school activity, from committing an act of bigotry that, under the circumstances, would tend to cause substantial disruption of the educational setting or school activity. Prohibited acts of bigotry include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment and other conduct directed toward another person's race, national origin, religion, age, gender or handicap that, under the circumstances, would tend to cause substantial disruption of the educational setting or school activity. Any student who engages in such an act will be subject to appropriate discipline.

BULLYING

Bullying occurs when one or more students threaten, harass or intimidate another student through words or actions including direct physical contact such as hitting

April 2011

or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity, or event; or (c) en route to and from school or school-sponsored For the purposes of clarification, bullying includes, but is not limited to the following:

1. Making unsolicited written, verbal, physical and/ or visual contact; Examples:
 - written: intimidating/threatening letters, notes, or messages
 - verbal: intimidating/threatening comments, slurs, innuendoes, teasing, jokes or epithets
 - visual: leering and gestures
 - physical: hitting, slapping, pinching
2. Making reprisals, threats of reprisals, or implied threats of reprisal.
3. Engaging in implicit or explicit coercive behavior to control, influence or affect the health or well being of a student.

Any student who is found to commit an act of bullying will be disciplined according to Georgia law and Fulton County Discipline Code.

CAFETERIA

Several choices of entrees, as well as a nutritious salad plate, are available each day. Extra portions may be purchased along with the purchase of a meal. Cookies, ice cream, milk and juice are extra items that may also be purchased.

Students may purchase lunch or breakfast(7:55-8:25 a.m.) on a daily, weekly or monthly basis.

Student breakfast is \$1.15, student lunch is \$2.25. Adult breakfast is \$1.50, adult lunch is \$3.05. Students who bring their lunches are to furnish their own silverware, napkins and condiments, etc. Glass bottles are not allowed for safety reasons.

THU	FRI	SAT	
	1 Games Day	2	
7	8	9	
14	15	16 Campus Cleanup 9-11	
21 End of 4 1/2 weeks	22 Student/Teacher Holiday	23	School Board Meeting Dunwoody Springs Charter School April 21st
28 EOCT—Math	29 Lunch N Learn 11:45 pm	30	Community Meeting Julia Bernath Woodland ES April 15th 9:30 am

SUN	MON	TUE	WED
3	4	5	6
	Spring Break 4th-8th		
10	11	12	13 PTA Board-9 am
17	18	19	20
	CRCT April 20th-28th		
24	25	26	27

Students are expected to help maintain a clean, orderly and pleasant environment in the cafeteria.

Parents are requested to refrain from bringing or having “fast food” items, especially those with restaurant packaging, delivered to students. Under no circumstances will a parent be permitted to bring lunch or other foods for anyone other than his/her own child. Please be reminded that we do not have parties at the middle school. This includes the lunch period.

Cafeteria procedures and student expectations with required signatures are located in the agenda.

See-School Lunch Program/Free and Reduced Meals

CHILDREN’S INTERNET PROTECTION ACT
 Today the Internet remains an ungoverned frontier. There have been three attempts to pass legislation that would protect our nation’s children from the dangers lurking there. Bill Clinton signed into law the Children’s Internet Protection Act (CIPA) on December 21, 2000. This law placed restrictions on the use of funding available through Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Service discount program known as the E-rate (Public Law 106-554). These restrictions are in the form of requirements for Internet safety policies and technology, which blocks or filters certain material from being accessed through the Internet.

Our school system is in compliance with the Children’s Internet Protection Act. Every school has Internet filtering capability. It is administered by the School Media Committee. This is the committee that is responsible for monitoring the materials found in the school’s media center. There is also a policy, IFBGA, Electronic Network Access Policy that addresses Internet access.

March 2011

The Fulton County School System will retain the Internet filtering tools on the school network. The School Media Committee will be able to make decisions on what is appropriate content for its school population and then administrate it accordingly.

CLASSROOM PARTIES

Classroom parties are not a part of the middle school program due to the loss of instructional time. This precludes parents bringing treats, etc.

CLUBS

Clubs are offered based on student interest and availability of faculty sponsors and are held either before or after school.

CONNECTIONS

Connections classes offered are band, orchestra, chorus and world language, art, FACS, Business Ed, P.E. and Health. Decisions regarding participation in these classes should be finalized the first two (2) weeks of school. These classes may not be dropped after the first six (6) weeks of the school year except in extenuating circumstances. Requests for changes must be made in writing by the parent or guardian. Changes are made in Connections (9 week classes) only in extreme circumstances.

DETENTION

Detentions are defined as either PUBLIC or PRIVATE. Private detentions are assigned by and under the supervision of an individual teacher. Public detentions are assigned by administrators and become documented in the student's discipline record. Students assigned public detentions are notified in writing of the assigned date to serve. Students not serving detention will be assigned ISS (in-school suspension).

THU	FRI	SAT
3	4 8th gr. Basketball HBMS @ HoBMS	5
10	11 Teacher work day	12
17 Junior Beta Dance 3:45-5:30	18 Picture retake day	19
24 Barnwell/Hillside/ Mimosa visit Rising 6th grade Rising 6th grade Parent Mtg -6:45 pm	25	26 CRCT Saturday 9-12
31 Talent Show 6:45 pm Games Day		

<p>School Board Meeting</p> <p>Dunwoody Springs Charter School</p> <p>March 17th</p> <p>Community Meeting</p> <p>Julia Bernath Northwood ES</p> <p>March 15th 9:30 am</p>

SUN	MON	TUE	WED
		1 Pre Festival Band Concert—7pm	2 8th gr. Basketball HBMS @ TRMS
6	7	8 Centennial High School Rising 9th grade Parent Night 7:00 p.m.	9 PTA Board—9am
13	14 End of 1st qtr. Games Day sign up 8th gr—8:30 am	15	16 Games Day sign up 6th—8:30 am 7th-1:45 pm
20	21 Progress reports home	22 Northwood visit Rising 6th grade	23
27	28	29	30

Detention is held each Wednesday after school from 3:45-4:45 p.m.. Students cannot participate in any after school activity on the day detention is served.

DISCIPLINE

All students are expected to be familiar with and to follow the Fulton County/HBMS Guidelines for Student Behavior. In addition, students are to follow all expectations of our faculty. The Fulton County School System takes seriously its responsibility to educate all students in safe and drug-free schools where they are free from fear or harm or intimidation by a few. Therefore, weapons, drugs and gang activity will not be tolerated in Fulton County schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested. These rules apply to all students at school or school-sponsored activities including field trips, and on buses, athletic fields, stadiums, parking lots, official school bus stops and other sites used for school-sponsored activities.

Violations and consequences include the following: Students found with a deadly weapon (pistols, knives with 3" or longer blade, pellet guns, martial arts weapons, razors, etc.) on their body or in their book bag, purse, locker or car while on school property face expulsion from school and will be reported to the police. Violators may be charged with a felony which can result in a fine of up to \$5,000 and/or one (1) to five (5) years in jail. Students found selling or distributing illegal drugs face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

February 2011

Any student who engages in an activity that threatens, intimidates or physically harms another student faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed under the Georgia Street Gang Terrorism and Prevention Act.

The HBMS philosophy of discipline is based upon the basic premise that students have the right to learn and teachers have the right to teach. At HBMS we provide a positive classroom and school climate which is based upon trust and respect and which fosters self-accountability in students. We establish few, but firm and effective rules, with realistic and logical consequences for irresponsible behavior. Some expectations with which students and parents may need to be immediately familiar are as follows:

- Disrespectful and inappropriate language and actions, disruptive behavior and failure to follow instructions will not be tolerated.
- Book bags may be used only for carrying books back and forth to school and are to be stored in the lockers.
- Non-instructional items are not to be brought to school. This includes, but is not limited to, radios, playing cards, skateboards, toys, electronic equipment such as gameboys, CD players, hand-held televisions, recorders, PDAs, IPODS, etc.
- No items may be bought or sold by students on school grounds and/or on school buses. This includes candy and gum, which should not be brought to school for any reason, and the sale of any organizational item not sponsored by HBMS or PTA.

The administration may use a variety of disciplinary methods including student conferences, parent conferences, public or private detention of the student with

THU	FRI	SAT
3	4 Lunch N Learn 11:45 am	5
10 Interims home Pre-Festival Orchestra Concert 8th gr. Basketball FSA @ HBMS	11 Red Dress Day	12
17 Scoliosis Screening	18 PTA Committee Chair Luncheon –11:30 am 8th gr. Basketball HBMS @ CMS	19 HBMS Academic Bowl
24	25 8th gr. Basketball AMMS @ HBMS	26

<p>School Board Meeting</p> <p>Dunwoody Springs Charter School</p> <p>February 24th</p> <p>Community Meeting</p> <p>Julia Bernath Ison Springs ES February 22nd 9:30 a.m.</p>

SUN	MON	TUE	WED
		1	2
6	7 End of 4 1/2 weeks	8	9 PTA Bd-9AM
13	14	15 Parent Tour-10AM 8th grade visits CHS Chorus Cluster Concert -7PM	16 8th gr. Basketball RTMS @ HBMS
20	21 Presidents Holiday no school	22	23 8th gr. Basketball WBMS @ HBMS
27	28		

a teacher or administrator, in-school suspension, out-of-school suspension or expulsion.

Students who have been suspended in-school or out-of-school will be deprived of extended field trips or after-school activities [e.g., dances, performances, etc.] during the period of suspension. Students serving public or private detention, ISS or OSS may not participate in after-school activities on the day detention is served.

Haynes Bridge Middle School will not be responsible for loss or theft of contraband items under investigation. For detailed Fulton County School policy see Fulton County Schools website: www.fulton.k12.ga.us.

DRESS CODE

Administrative procedure JD states the following: Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. Examples are lack of cleanliness in person or dress, shoelessness, "short-short" clothing, bare midriffs, "tank tops", "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The school principal or other duly authorized school official will determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of this rule.

HBMS expectations for student dress:

- Students must be dressed appropriately for school.
- Shorts, dresses and skirts must be fingertip length (approximately 3" above knee.) If there is a

January 2011

question about the length, then the shorts or skirt are most probably too short.

- Bicycle shorts are not permitted.
- Tops and/or dresses that are revealing are not permitted.
- Tasteful sleeveless clothing is permitted, similar to sleeveless “golf” shirts. Tank tops and tops with “spaghetti straps” are not permitted.
- T-shirts must be appropriate with no suggestive or obscene wording, pictures, graphics, or mention of drugs, alcoholic beverages or tobacco, nor may they be in violation of the bigotry policy included in the handbook. In addition, shirts must not have pictures or wording involving violence or the suggestion of a violent action, weapons or the advertising of groups that by suggestion of the lyrics of their songs promote violent or inappropriate behavior.
- Pants are to be waist size appropriate and worn securely at the waist. Pants should not be a safety impediment to self or others.
- Clothing with rips, tears or holes should not be worn. Tailored or neat cut-offs are an exception.
- Undergarments must not be exposed.
- Hats/caps, headscarves, hair nets, or any other hair covering deemed inappropriate by administration, hair/face/body paint, bandannas, sweat bands, sunglasses and gloves are inappropriate for school and are not to be worn.
- Shoes must be worn at all times. Proper dress does not include bedroom slippers, or “shower” shoes.
- Clothing intended for after-school sports and other activities is not to be worn
- Shirts longer than finger tip length must be tucked in.

Parents and students are expected to honor the dress code in order that valuable school time is not spent examining student attire to determine appropriateness.

THU	FRI	SAT
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Winter Break Students return January 5th </div>		1
6	7	8
13	14 7th gr. Basketball CMS @ HBMS	15
20	21 7th gr. Basketball HBMS @ AMMS	22
27	28 7th gr. Basketball HoBMS @ HBMS	29

School Board Meeting

Dunwoody Springs Charter School

January 20th

Community Meeting

Julia Bernath
Holcomb Bridge MS
(joint mtg. with Linda Schultz)

January 18th
9:30 am

SUN	MON	TUE	WED
2	3 Winter Break	4 Teacher Work Day	5 1st day of second semester
9	10 Report cards home	11	12 PTA Bd-9AM 7th gr. Basketball RTMS @ HBMS
16	17 Martin Luther King, Jr. Holiday schools closed	18 Science Fair January 19-20	19 GA. Writing assessment—8th grade 7th gr. Basketball HBMS @ WBMS
23/30	24/31	25	26 7th gr. Basketball TRMS @ HBMS

The procedure for dress code violation will be as follows:

1. Teacher sends a student violating the dress code to the office.
2. The student is asked to call home for change of clothes.
3. A change of clothes will be provided by school if parent is unable to bring a change of clothes.
4. Continuous noncompliance of the school dress code will result in further disciplinary consequences including, but not limited to, parent conferences and In-School Suspension.

There will be no exceptions to the dress code unless parents and students are notified otherwise. Should the school need to make any changes in the dress code during the school year, students and parents will be notified.

ELECTRONIC EQUIPMENT: PAGERS, CELL PHONES, LASER POINTERS, ETC.

According to Fulton County Board of Education Policy and Procedure JDI.1 Disruption and Interference with School “A student shall not use, display, or turn on a pocket pager, cellular telephone or other personal electronic communication device on school property, except for middle and high school students who may use such devices on school grounds before or after the regular school day.” HBMS defines a regular school day as 7:55 a.m. to 4:05 p.m. However, students are not permitted to use cell phones (or other electronic equipment) during any after-school or night activity while in the building. Prior to 8 a.m. students may use cell phones outside the building if and only if they have not entered the building. Beginning with the 2009-2010 school, electronic equipment use particularly cell phones—is strictly prohibited on Fulton County buses, as per policy (JD rule 18). The school day is extended to

include the time a student will be participating in after-school activities. Elementary students are prohibited from possessing cellular telephones at any time. No such devices may be used at any time on school system operated vehicles, or during an emergency drill or evacuation. These limits on the use of personal communication devices do not apply to students who special needs require the use of such a device to enhance speech or hearing. **Student cell phones are to be turned “off” and kept in lockers during the school day.** Any student who is found with such devices in the “on” position, in use, or displayed except as permitted above, shall have the device confiscated by a school administrator. The student’s first violation of this rule will result in confiscation of the cell phone and public detention and/or other appropriate disciplinary action. The second violation of this rule will result in confiscation and in-school suspension and/or other appropriate disciplinary action. The phone must be picked up by a parent or guardian.

FIELD TRIPS

All field trips are carefully planned to ensure beneficial learning experiences and adequate supervision of students. Guidelines for local, in-state and out-of-state field trips have been developed by the Fulton County Board of Education. Decisions regarding participation are then made by the local school administration based on interest levels of students, teachers and parents. Official parental permission is required.

Official parental permission indicated by signature is required on the Fulton County Schools Field Trip Permission form. This form must be signed by parent

THU	FRI	SAT
2	3	4
Book Fair November 30th-December 3rd		
9	10	11
16	17	18
23	24	25
30	31	

School Board Meeting
 Dunwoody Springs Charter School
 December 16th

Community Meeting
 Julia Bernath Centennial HS
 December 14th 9:30 am

December 2010

SUN	MON	TUE	WED
			1
5	6	7 Band/Orch/Chorus Concert 7PM	8 PTA Board.-9AM
12	13	14	15
19	20 LA/SS exam	21 Science/WL/Rdg exam	22 End of 1st semester Math exam
	Winter Holidays December 23rd- January 3rd		
26	27	28	29

guardian and returned to the designated staff member by the required deadline. **No letters, phone calls, or faxes will be accepted in lieu of the official field trip permission form.**

**FREE AND REDUCED-PRICED
LUNCH PROGRAM**

See School Lunch

GRADES

Report Cards and Mid-Terms

Students will receive a progress report every 9 weeks and a semester report card at the end of 18 weeks. An Interim Report will be issued at 4 ½ weeks within each semester. Please do not request these reports early. Parents should promptly sign and return all reports and teacher communications. Unless there are extenuating circumstances, these should be returned within two (2) school days. Careful evaluation by the teacher and principal will ensure that all grades issued and recommendations made will be in the best interest of the student.

Because of our academic focus, students will be assigned a reasonable amount of homework daily. Students are expected to approach homework seriously, and parents should emphasize its importance. A course syllabus for each subject will be sent home with each student shortly after the school year begins.

Students will receive numerical grades to report performance on both report cards and mid-term progress reports in all courses. The grading scale is determined by a Fulton County committee and approved by the Fulton County Board of Education. Behavior grades (Excellent, Satisfactory, Needs Improvement, Unsatisfactory) and/or comments in each subject may be recorded by the teacher. A general school conduct

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grade will also be given. This grade is based on overall conduct in the halls, cafeteria, homeroom and on field trips. All faculty members may have input into this grade.

Students receive an academic/behavior report at 4 1/2, 9, 13 1/2, 15 and 18 weeks of each semester.

Grading Scale

90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
69 - 0 =	F

Make-Up Work

Parents and students are encouraged to request make-up work for any length of an excused absence. Students are encouraged to establish systems by which they can contact other students in their respective classes to get class assignments and homework in case of absence. Work may be requested before 9AM on the second day of an absence. Work can be picked up in the front office between 4:00-5:30 PM.

A student is permitted and encouraged to make up work missed because of excused absences and temporary placement. It is a student's sole responsibility to make contact with the teacher or teachers to initiate all make-up work. The contact must be made within one (1) school day of returning. If a teacher is not available, the student needs to inform the principal or designee of the desire to make up the missed work. The teacher will establish a reasonable schedule within which the make-up work will occur. The student will be given the same amount of time to make up the work as the time the student was absent. Makeup work may not be requested prior to an unexcused absence. See ATTENDANCE for definition.

THU	FRI	SAT
4	5 Career Day	6
11	12 Lunch N Learn 11:45 am	13
18 Junior Beta Convention November 18-19	19 End of 4 1/2 weeks	20
25 Thanksgiving Holiday November 24-26	26	27

School Board Meeting
Dunwoody Springs Charter School
November 18th

Community Meeting
Julia Bernath
Spalding Drive MS
November 16th

SUN	MON	TUE	WED
	1	2	3 Principal/PTA President/Counselor to Northwood ES 9:30 am 8th gr. Volleyball HoBMS @ HBMS
7	8	9 NFCC Food Drive	10 Principal/PTA President/Counselor to Hillside ES 9:30 am
14	15	16 School Tour—10AM	17 PTA Board –9AM
21	22 Cultural Day (through WL/Rdg.)	23 Latte Day	24
28	29 Interims Home	30 Book Fair begins	

Note: Work missed during the last week of the semester must be completed within ten school days of the semester immediately following the semester in which the absence occurred. Failure on the part of the student to submit the work at the assigned time will be treated as a missing assignment. This statement applies to all absences.

HONOR/SUPER HONOR ROLL QUALIFICATION

Honor roll status requires a 90 Cumulative Average.
Super honor roll requires a 95 Cumulative Average.

HONOR VIOLATIONS

In an effort to encourage good study habits, fair competition, and positive development in the area of academics and extra-curricular activities, Haynes Bridge staff supports a strong policy against honor violations.

An honor violation is defined as giving or receiving, in any form, information related to a graded experience, whether in or out of class. This also includes forgery, altering school records, or altering another student's assignments to claim as one's own. Examples may include, but are not limited to, any visual exchange such as cheat sheets, open book or notes, writing on hands, other body parts, shoes, desk, or other instructional equipment; any verbal or coded exchange. Out of class honor violations include, but are not limited to: plagiarism, discussing tests with other students who have not yet taken the tests, or copying homework assignments or other graded experiences.

Any student found guilty of academic honor violations will receive a grade of zero on the assignment or test. Parents will be contacted by the teacher to inform

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them of the honor violation. (Refer to the Discipline Cycle for the level of in school or out of school suspension results.)

INSTRUCTIONAL MATERIALS

The following sanctions may be taken against a student who fails or refuses to pay for lost or damaged school property including textbooks, library books, etc.:

- refusal to issue any additional textbooks, library books or media materials until restitution is made.
- withholding of all grade cards, transcripts, diplomas or certificates of progress until restitution is made.

Appropriate restitution for a lost book is the cost of a new copy. For damaged books, an assessment and appropriate charge is determined by the school. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials.

INTRAMURAL/EXTRAMURAL PROGRAM

A program of intramural athletic activities is offered to students from 3:45-4:55PM, Monday through Thursday. All students must be picked up by 5:05PM. If students are not picked up by this time they could lose the privilege of participating in the program.

In order to participate in the intramural programs, each student must have an intramural registration form signed by a parent or legal guardian on file at the school. Intramural activities vary by semester. Read online the Monday newsletter, Eagle Edition, to find out which activities are offered during a specific time period.

Students must also have school or other insurance in order to participate.

THU	FRI	SAT
	1 Mini-grants due 8th gr. Soccer HBMS@CMS	2
7 Junior Beta Induction 6:00 pm	8	9
14	15 Career Day sign ups 6th –8:30 am 8th-1:45 pm 8th gr. Volleyball HBMS @ RTMS	16
21 Band Concert 7PM End of 1st quarter	22 Picture Retake Club Pictures 8th gr. Volleyball HBMS @ WBMS	23
28	29	30
	8th grade Georgia Trip October 28th-30th	
	8th gr. Volleyball TRMS @ HBMS	

School Board Meeting
Dunwoody Springs Charter School
October 21st

Community Meeting
Julia Bernath
Sandy Springs MS

October 19th
11:30 am

SUN	MON	TUE	WED
3	4	5	6 PTA Board-9AM 8th gr. Soccer FSA@HBMS
10	11 Teacher Conference Day No students Blood Drive	12 Orchestra Concert 7PM	13 Career Day sign ups 7th—8:30 am
17	18	19 Chorus Concert 7PM	20 8th gr. Volleyball CMS @ HBMS
	Red Ribbon Week October 18th-22nd		
24/31	25 Bus Driver Appreciation Week Mini-Grant Commit- tee meeting –9:30 am	26 Progress Reports Home	27 8th gr. Volleyball HBMS @ AMMS

As an extension of the intramural program, eighth grade students (boys and girls) may be selected for a traveling team in the following sports in the extramural program

1. Fall..... - Soccer
2. Winter - Volleyball
3. Spring..... - Basketball

7th grade (boys and girls) may be selected for a traveling team for basketball. Special regulations exist for selected 7th/8th grade students participating on the Fulton County extramural teams. Regulations include:

- participation 80% of the time
- acceptable school conduct (i.e. no suspensions during the semester of participation);
- passing 5 out of 7 classes in the semester preceding participation; (The 5 subjects must carry credit toward grade promotion.)
- a physical examination documented on the appropriate physical form; and
- proof of insurance coverage.

JUNIOR BETA CLUB

- Membership in National Junior Beta Club is for seventh and eighth grade students. Eligibility is based on two consecutive semesters of academic performance immediately preceding the fall induction. Cumulative Average (CA): The Cumulative Grade average for eligibility is 88 over two consecutive semesters.
- Service: Students must complete ten hours of service projects. Service might include club, church, school, home or community. Evidence of service to others should be documented and include dates, sponsors and phone numbers to allow verification.

September 2010

- Character: Character must be considered, but what constitutes character will be decided on by the local school staff with approval of the administration.
- Dismissal because of character must be based on written documentation and approved by the administration.
- Any student brought to Tribunal and found guilty may not become a member.
- Any student suspended (in or out-of-school) more than one time during a twelve-month period prior to selection may not become a member.

Conduct: Eligibility is based on maintaining final quarter or semester conduct grades of satisfactory or higher, i.e. 1 or 2 (includes final 6-week class grade and final quarter or semester school-wide grade).

- There are no caps on membership for Junior Beta Club. Any student who is eligible, accepts the invitation to join and pays the appropriate dues will be inducted.

Warnings and Dismissal: A student who fails to maintain the school's established CA will be issued a warning indicating that he/she has one quarter to re-establish the required CA. Failure to achieve the required CA will result in the dismissal of that student from Junior Beta Club. Any student dismissed from Junior Beta Club will not be eligible for re-entry.

Transfer Students: Any student who transfers to a Fulton County School and is already a member of the Junior Beta Club will be accepted once proof has been provided of that membership. That student must then maintain the academic and behavioral standards approved for HBMS.

LOCKERS

Students may rent lockers for the safe keeping of books and personal property. It is the responsibility of the student to guard his/her combination and to see that

THU	FRI	SAT
2	3	4
9	10 Lunch N Learn 11:45 am	11
16 Project Lift	17 8th gr. Soccer AMMS@HBMS	18
23	24	25
30		

School Board Meeting
 Dunwoody Springs Charter School
 September 23rd

Community Meeting
 Julia Bernath
 River Eves ES
 September 20th
 (Monday)
 9:30 a.m.

SUN	MON	TUE	WED
			1 Curriculum Night 6:30 PM 6-7-8
5	6 Labor Day Holiday	7 GA. Trip Par- ent Meeting – 6:45 pm	8 PTA Board 9:00 am STARS begins
12	13	14 Fall Pictures	15 8th gr. Soccer WBMS @HBMS
19	20	21	22
ITBS—8th grade September 20th-24th			
		End of 1st 4 1/2 weeks	School Council 7:30 am 8th gr. Soccer HBMS@TRMS
26	27 Interims Home	28	29 8th gr. Soccer HBMS@RTMS

his/her locker (both hall and gym) is secure at all times. This includes: not sharing an assigned locker with another student; tampering or altering the locker. Only those items that can fit securely in the assigned PE locker are to be taken into the locker room. Locker rental fees are \$6.00 for a regular hall locker and \$4.00 for a PE locker for a total of \$10.00 per year. Locker inspections (both announced and unannounced) are conducted periodically.

LOST AND FOUND

The school is **not responsible** for lost or stolen items. The school is not responsible for items lost or stolen from hall and/or gym lockers. Students are directed and expected to keep their assigned locker secure at all times. Any damage to a locker should be reported to the front office immediately. This includes school-assigned textbooks and materials. Students are discouraged from bringing valuables and/or large amounts of money to school. Students who find lost articles are asked to bring them to the school office so that they can be sent to the area designated for “lost and found.” Lost articles will be given a specified location for storage for a limited period of time.

MEDIA CENTER

- Books are checked out for fourteen (14) days, and a due date slip will be placed in the pocket of each book.
- A limit of four (4) books may be checked out at one time.
- Books may be renewed if there is not a reserve or request for that title..
- A fine of \$.05 is charged for each overdue book per school day. Once a book is returned, the unpaid fine will no longer increase. If a student

has overdue materials or outstanding fines, he/she must clear these before any additional materials can be checked out.

- Reference materials are checked out for **one night only**. There is a \$.25 **per day** fine for reference books. Only one reference item may be checked out at a time.
A fine of \$.25 per day is charged for a reference item not returned on time.
- Magazines may be checked out for **one night only**. The fine for an overdue magazine is \$.05 per day. Current issues of magazines do not circulate.
- The Media Center is open from 7:30 a.m. until 4:00 p.m. every day for students.
- Book-bags are to be left in lockers and may not be taken into the Media Center.
- Students are responsible for paying for books that are lost. If the book is later found, the amount paid (minus \$1.00) will be refunded.
- Students may not check out materials for anyone other than themselves.
- When a student comes to the media without a teacher, he/she must have a signed pass and must sign in when entering the media center.

MEDICATION AND EMERGENCIES

Students are not allowed to take medication without written parental permission. All parents must supply the school with current information regarding actions to be taken in case of an emergency (a form is provided for each student at his/her initial enrollment). In case of an emergency, the school will make every effort to notify the parent as quickly as possible. Forms are provided at the beginning of school which outline procedures for storing medication at school. In order to avoid disciplinary action for unauthorized possession of any medication, these guidelines must be strictly followed.

THU	FRI	SAT
5	6	7
12	13	14
19	20 Affidavit of Residence forms due	21
26	27	28

August 2010

School Board Meeting

Dunwoody Springs
Charter School
August 19th

Community Meeting

Julia Bernath
Dunwoody Springs
August 17th
9:30 am

SUN	MON	TUE	WED
1	2	3	4
8	9	10 6th grade Survival Camp 9-12	11 PTA Board –9AM
15	16	17	18 Information Day 6th –8:30-10:00 7th 11:00-12:00 8th 1:30-2:30
22	23 1st day of school	24	25
29	30	31	

MESSAGES/DELIVERIES TO STUDENTS

Only emergency messages will be delivered to students during school hours. Emergency reasons include notification of death, serious illness, disaster in the family, or medical appointments. Please make your transportation arrangements in the morning before school. Any change in transportation will be given to the student at the end of the school day. Deliveries such as balloons, flowers, food from outside vendors, etc. are NOT permitted during the school day. **ALSO, a student will not be called from class for instruments, forgotten homework, projects or lunches, etc. It is the student's responsibility to check in the front office if he/she is missing a lunch or needs an instrument, etc.** Items will not be delivered to the classroom. Lunches that are not picked up will be thrown out at the end of each day. Lunch bags will be placed in the lost and found.

OBSERVATIONS/VISITATIONS

Parents and community members have opportunities for observing students in the academic setting through a number of established activities and events. Although these activities may vary from school to school, many special events are scheduled to showcase student academic endeavors. Examples are National Middle Level Education Week; county wide science, social studies and academic fairs; musical and dramatic presentations; art displays and academic bowls. Parents participate directly in the instructional program through volunteer work, field trips, PTA, school advisory committees and individual parent/teacher conferences, etc.

If parents wish to arrange individual classroom or school visitations, they will be provided the opportunity.

The following guidelines will be observed:

- Make the request in writing to the principal in writing at least 24 hours prior to the requested visitation time.
- State the purpose of the visit (i.e., identify what is expected to be accomplished by the visit).
- Sign in at the office .
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Remain as inconspicuous and non-disruptive to the instructional process as possible.
- Return to the office at the end of the visit.

Visitations should be limited to one class period during the school.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students not enrolled at our school are not allowed to visit during the school day due to unnecessary classroom interruption which are detrimental to the learning process.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

Calendar 2010-2011

WEAPONS POLICY

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free of fear or harm or intimidation by a few. Therefore, weapons, drugs, and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested. (Refer to the Discipline section of this handbook for more extensive explanation.)

YOUTH TIP PHONE LINE

The Alpharetta Police Department has set up a service that will enable students to have a place to call for help. Students may call the Youth Tip Line 24 hours a day. The number is 770-208-1313. Statewide, students may call Helpline Georgia at 1-800-338-6745. Students may call and speak with someone confidentially 24 hours a day.

Note: All handbook information is subject to change. Should a change occur, you would be notified in writing. It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity or service. If you wish to make a complaint or request accommodation or modification in any program, activity or service, contact Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone (404) 763-6801. TTY 1-800-255-0135.

- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Tomlin, principal, at 770-740-7030.

PTA (Parent/Teacher Association)

National and State PTA Objectives

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

National and State PTA Mission

- To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children.
- To assist parents in developing skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

Georgia PTA Office
114 Baker Street, NE
Atlanta, Georgia 30308-3366
email: gapta@mindspring.com
404-659-0213
Fax: 404-525-0210
North Fulton Council PTA President-Barbara Thomas

PARENT/TEACHER CONFERENCES

The parent/teacher conference is our most important form of communication, and parents will be contacted to arrange a conference during the first semester. Additional conferences may be requested by the teacher or parent at any time during the school year. All conferences are to be arranged a minimum of 24 hours in advance. Parents may call or send a written request. Anytime a conference is scheduled during the school day, parents are to check in at the office before going to the classrooms.

PARENTAL PERMISSION (Special Events, Socials, Field Trips, etc.)

Students may not attend functions without written parental permission. A form with all required information is provided for each event. Students are not allowed to call home on the day of the event for permission to attend except in extenuating circumstances. Administrative approval is required in such situations. **Permission may not be granted via phone or fax.** With the exception of the official field trip form, all other permission forms will be on official Haynes Bridge Middle School letterhead.

Official parental permission indicated by signature is required on the Fulton County Schools Field Trip Permission form. This form must be signed by parent/

TELEPHONES/FAX USAGE

All school phones are used for school-related business only. Students are allowed to use phones only to place or receive emergency calls. Students will not be allowed to call home for homework, missing instructional materials, projects, musical instruments, lunch money or lunches, etc. It is the student's responsibility to be prepared for school prior to leaving for school. All other phone usage is at the discretion of the administration.

The FAX machine is for school business ONLY and is not to be used for delivering homework, field trip permission forms, course syllabi, project outlines, etc. to or from home or school.

TRANSPORTATION

County transportation is available for all students except those attending Haynes Bridge under certain hardships which require parents provide transportation. Any student taking advantage of this service is expected to follow the instructions of the driver and the local school. Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is the decision of the local school administration. Students may not ride buses other than the one to which they are assigned. Requests for bus changes must be made in writing to the Transportation Department. In the event of an emergency or urgent matter, please contact the school. For further information, contact the North Transportation Department (770-667-2970). Students who arrive by car should not be brought to school earlier than 7:30 a.m. The school will not be responsible prior to that time since supervision cannot be provided as the faculty day begins at 7:55a.m.

STUDENT AGENDA

Students are given one agenda at the beginning of the year and are expected to use the student agenda as an organizational tool as well as a hall pass. Students are expected to have the agenda with them at all times. Lost agendas must be replaced by the student at a cost of \$10.

Should students need an agenda page for short-term use, a copy can be obtained in the office. At the second request for an agenda page, the student will receive a warning letter; the third request, the student will receive detention. For each additional agenda page request, a detention will be assigned.

STUDENT COUNCIL

Student Council is composed of a representative from each homeroom. The forum meets regularly and helps with school climate and school-wide activities.

SUPERVISION OF STUDENTS (BEFORE AND AFTER SCHOOL)

Due to faculty work hours, the school cannot assume responsibility for students who arrive before 8:00 a.m. or remain after the end of the school day unless they are involved in scheduled after-school activities or are detained because of misconduct. (See After-School Activities).

TECHNOLOGY ACCEPTABLE USE POLICY

- Each student and parent must read and sign the Guidelines and Procedures Regarding Technology/Haynes Bridge Middle School Agreement.
- Students may only use sites linked from the web-site. They are not allowed to type in web addresses.

guardian and returned to the designated staff member by the required deadline. No letters, phone calls, or faxes will be accepted in lieu of the official field trip permission form.

PROMOTION POLICY

Promotion in middle schools will be based on student performance for the entire school year.

A student shall be promoted when, in the professional judgment of the teacher, the principal and other school staff, he/she has successfully met instructional-level standards based on the following criteria:

1. Georgia Performance Standards for Georgia's Public Schools (K-8),
2. Fulton County School System Curriculum Guides, and
3. Standardized test data, as appropriate.

Middle school students in grade 6 must have a passing grade in language arts, reading, mathematics, social studies, science and one of the following: a combination of grades in the exploratory segment or the physical education/health/exploratory segment. Middle school students in grades 7 and 8 must have a passing grade in language arts, mathematics, social studies, science, reading/foreign language and one of the following: a combination of grades in the connections segment or the physical education/health connection segment. A passing semester grade in the connection or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of three 6 week grades during the semester. Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. Students who are not promoted are either placed in the next grade or retained in the same grade. In addition, 8th grade students must pass the reading and math sections of the CRCT in order to be promoted.

SCHOOL BOARD MEMBERS

SuperintendentDr. Cindy Loe
PresidentLinda Bryant (2010)
Vice PresidentLinda Schultz (2012)
MemberJulia Bernath (2010)
MemberGail Dean (2012)
MemberAshley Widener (2010)
MemberKatie Reeves (2010)
MemberCatherine Maddox (2010)

SCHOOL LUNCH PROGRAM FREE AND REDUCED-PRICE MEALS

Children need healthy meals to learn; therefore, the Fulton County Schools (FCS) offers healthy meals that are reasonably priced. At elementary schools, the price for breakfast is \$1.00 and for lunch it is \$2.00. Breakfast is \$1.15 and lunch is 2.25 at middle and high schools. Families meeting specific income requirements may be eligible for Free and Reduced-Price meals and can apply for this program through applications available at each school. As of July 1, 2005, the process for completing these applications changed. This means that households no longer need to complete a separate application for each student. Instead, they will complete one application listing all household members and identifying students who attend a Fulton County School (FCS).

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

SEX EDUCATION AND PARENT NOTIFICATION

The Fulton County Schools will offer human sexuality education and AIDS education units in the required health courses taught in grades 6, 7 and 8. Our school system believes that all students should have access to factually accurate and appropriate information about these topics. Students who are well informed are better able to make good, healthy decisions. We also believe that abstinence from sexual activity is best for school-aged children. All instruction in this unit is prefaced by this belief.

Each student will be required to take a six-week health education course at each grade level. At the beginning of school, a letter will be sent home to parents informing them of their right to remove their child from this unit. Parents are to sign and return the form indicating whether or not the student should participate in the sex education. All materials used in the course are available for parental review. Please contact the school office to make an appointment to review these materials.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct, either sexual or non-sexual, that is directed toward a person because of the person's gender. A student should inform a teacher, counselor or administrator if he or she believes that he or she is receiving unwanted sexual advances, requests for sexual favor or is being confronted with other unwanted verbal and physical conduct which has sexual intent. The student should let the individual know that his/her actions are unwanted and insist that the conduct stop immediately. The student should also let a teacher, counselor or administrator know if the unwanted actions do not stop.