

# HOPEWELL MIDDLE SCHOOL

Student/Parent Handbook

2023-2024



***Home of the Mustangs***

*Mission Statement:*

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

## Contact Information

### Administrative Staff

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## **Arrival and Dismissal**

Neither Hopewell Middle School, nor the Fulton County Board of Education, can assume responsibility for students who arrive on campus before 7:45AM or remain after the end of the school day, unless they are participating in a school-sanctioned activity under the supervision of a teacher or a school official. **Building doors will be locked until 7:45AM. No students will be admitted before this time.** We ask that car riders and walkers please not arrive before 7:45 each morning. Upon arrival to school, all students will report to either the gymnasium or cafeteria for quiet visitation time prior to being released to 1<sup>st</sup> Period at approximately 8:40 a.m. Students will be supervised by adults in each location and must abide by student behavioral expectations cited in this handbook. Students are dismissed from school at 4:05 p.m. Students will not be allowed to check out after 3:30 p.m. unless it is an emergency.

## **Attendance**

### **Absences**

*Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. When a student is absent for any reason, a note from the parent must be brought to the front office or emailed to [HMSAttendance@fultonschools.org](mailto:HMSAttendance@fultonschools.org).*

- An **excused absence** is a personal illness, illness or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, visitation with an immediate family member who is on leave from or is being deployed to military service, important family events/celebrations for an immediate family member(s) which could include graduation, wedding, religious ceremony, etc., a specialized, supplemental, or extracurricular program/event.
- A **temporary placement** is an assignment of the student by the school to a location other than the normal classroom setting. The placement may include, but is not limited to, in-school suspension rooms and out-of-school suspension.
- An **unexcused absence** is an absence other than an excused or approved absence. It includes, but is not limited to, truancy and class cuts.

### **Remote Learning Day Request**

Our district has approved for each student to have the ability to request a Remote Learning Day. Each student may submit a Remote Learning Day request up to 5 times each semester—total of 10 requests for the school year. A student may not have more than 5 Remote Learning Day Requests for either the Fall or Spring Semesters.

**There are also criteria for each student to have the status changed:**

1. Requests must be sent in 24 hours before the date of the request to all of the student's teachers and the HMS attendance email ([HMSAttendance@fultonschools.org](mailto:HMSAttendance@fultonschools.org)).

2. Students will have a reasonable amount of time to complete the assignments they are missing on days they elect to use as “Remote.” A general rule is a student has the same number of days to turn in the work as the number of days they missed. For example, if a student chooses to take three (3) Remote Days, they will have three days once they return to turn in the work. If they fail to complete the assignments in a timely manner, the absence might be changed from “Remote” to “Unexcused.”

## Tardiness

It is the responsibility of the parent(s) and the student for the student to arrive on time to school each morning. Students must be in their 1<sup>st</sup> period class by 8:50 am. Excused tardies include illness, medical appointments, and legal matters. Parents are asked to send a note with the student when he/she is tardy. All students who are tardy must report to the front office **before** reporting to class. Chronic tardiness to school or to class may result in disciplinary consequences. Chronic tardies to school and absences may also be referred to the school social worker.

## Early Dismissal

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

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

1. Parent/guardian should write a note stating the child’s name, date(s) of absence, reason for absence, and parent signature. The student should give the note to the front office within **FIVE** days of returning to school.
2. A student is permitted and encouraged to make up work missed during their absence. It is the student’s sole responsibility to make contact with the teacher(s) to initiate all make-up work. The contact should be made within **ONE** school day of returning. The teacher will establish a reasonable time period for completion of the make-up work.
3. Students are encouraged to check their class Teams site and/or contact other students to get class assignments and homework in case of absence. Parents may request assignments in person, by phone, or by e-mail to the teacher if a child is absent more than 2 days.
4. A physician’s statement is required for all absences which exceed 3 consecutive school days, and for all absences that are due to communicable diseases or under other

conditions deemed necessary by the principal. Please reach out to the grade-level counselor.

## **Cafeteria Information**

Children need healthy meals to learn; therefore, the Fulton County Schools offer healthy meals for every day students are in attendance. The school cafeteria offers several choices of nutritious, well-balanced meals each day for breakfast and lunch. Please visit the School Nutrition Department via the Fulton County School website for more information about student meal accounts and Free and Reduced Lunch applications.

To further continue strong security within our building, parents/guardians should not drop off lunches for students. Furthermore, orders from DoorDash, Grubhub, UberEats, other food delivery, etc., will not be accepted.

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

Internet access is available at school in support of the instructional program. Filtering is in place that blocks access to material that may be inappropriate for children. Web sites are permitted or denied upon review of the school district's Media Committee.

**Failure to comply with the school's policies/guidelines will result in disciplinary action.**

## **Dances and After School Activities**

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

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

- Dances/Activities are open only to students currently enrolled at Hopewell Middle School.
- Students should arrive on time at the beginning of the dance/activity.
- Once students leave, they may not re-enter the building.
- Dances are restricted to the gymnasium and/or cafeteria (and adjoining restroom facilities).
- Students are to comply with the school dress code unless another type of costume or dress has been designated for the occasion.
- Running, horseplay, and roughhousing are prohibited.
- Students must make arrangements to have parents or designees pick them up promptly at the conclusion of the dance/activity. **Those who fail to comply with this may be restricted from participation in future after-school activities.**

- Students absent or suspended from school (in or out) on the day of a dance/activity will NOT be permitted to attend the function. Students serving a suspension on Friday are not allowed to attend weekend activities. In addition, if a student is involved in a disciplinary incident and is assigned a suspension for the next school day, they may also be disqualified from attending weekend events.
- **\*\*\*PLEASE NOTE** – for HMS basketball games, student spectators will not be allowed to attend without a responsible adult who also attends the game(s). An adult can be responsible for up to four (4) students.

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

## **Hopewell Middle School Dress Code**

Students at Hopewell Middle School follow the dress code guidelines established by the Fulton County Board of Education and are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress and groom themselves appropriately so as not to disrupt or interfere with the educational program or orderly operation of the school. Extremes in dress and grooming will not be permitted. Examples are a lack of cleanliness in person or dress, no shoes, “short shorts”, bare midriffs, tank tops, see-through clothing, apparel which designates gang or similar organization, or any dress or grooming that is disruptive to the educational process. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of the rule.

### **Dress Code Specifics:**

1. Intimate body parts must be covered.
2. Undergarments must be covered.
3. Hood must stay off the student’s head.
4. Hats should not be worn (Note: head garments worn for religious reasons are exempt).
5. Eyes and ears (exception for religious headwear) must be visible.
6. Costumes are not permitted, unless specified by the school.
7. Messages, graphics, and pictures of/or promoting drugs, violence, weapons, sexual content, hate, or anything that administration deems inappropriate are not permitted.
8. Shoes should be safe and appropriate for school and must be worn at all times.
9. Use the following diagram as a guide. All parts of the body outlined in YELLOW on the image below must be covered.



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

## **Emergency Preparation**

### **Emergency Drills**

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

### **Emergency School Closings**

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

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

## **Field Trips**

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

## Grading

### **Grade Reporting**

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

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

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

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

#### **GRADE SCALE:**

**A = 90 to 100**

**B = 80 to 89**

**C = 70-79**

**F = 0 to 69**

**INC = INCOMPLETE\***

**NG = NO GRADE\*\***

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

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

### **Promotion Policy**

Promotion or retention in middle school grades (6-8) will be based on student performance for the entire school year. Middle school students must have a passing grade in language arts, mathematics, social studies, science and reading/foreign language. Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. Students who are not promoted are either placed in the next grade or retained in the same grade. High school credit courses (currently offered in Math, World Language, 9<sup>th</sup> Grade Literature, Science, Intro to Art, and Intro to Digital Technology) must be passed each semester (Quarter 2 and Quarter 4).



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

## **Grading Students When Absent from School**

1. Students must be enrolled at least 20 days during the semester to receive numerical grades on the report card for the current semester.
2. A student is permitted and encouraged to make-up work missed because of absences. (See **Attendance** section for clarification.) It is the student's sole responsibility to make contact with the teacher(s) to initiate all make-up work.
3. A student is permitted and encouraged to make up work missed because of non-approved absences. It is the student's responsibility to contact the teacher(s) to initiate all make-up work. The contact should be made as soon as the student returns to school.

## **Homework**

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

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

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

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

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

Each student will be issued a personal device and are responsible for taking care of the device. Students should report device issues immediately and take it to the Media Center for repair if necessary. The device fine schedule is included in the "Device User Agreement," which can be found on the HMS website.

## **Parental Involvement**

### **Home/School Communication**

- **Infinite Campus Parent Portal (IC)** is a web-based program available to all HMS parents. You may access grades, upcoming assignments, and the attendance record for your child.
- **School/ PTA Newsletters** will be available on-line through our website weekly. The newsletters inform parents of PTA and school events and contain articles and announcements about current happenings within the school.
- **Office Papers/Forms** will be sent home throughout the school year and some will require parent signatures. These may include course syllabi, field trip permission slips, address verifications, foreign language placement letters, and scheduling intent forms.
- **Interim Reports** will be sent home every 4 ½ weeks. These reports are provided to keep parents abreast of their children's progress in course work and to notify parents if a child is experiencing a significant decline in achievement or is in danger of receiving a final grade of 70 or below. They are not official county reports.
- **Official Grade Reports (Progress Reports and Report Cards)** will be sent home at the end of nine weeks and again at the end of the semester.
- **An "Assessment Calendar"** for each grade level will be posted on the HMS website and updated weekly. This resource will provide both parents and students with dates for upcoming assessments in their classes. Other important information might also be

included on these calendars. Please note, if your student takes a class at a different grade level, you should check that grade level's calendar (example, a 7<sup>th</sup> grade student who takes a math class with mostly 8<sup>th</sup> graders). Classes taken at another school or through a virtual provider will not be included on these calendars.

**The Hopewell Web Site** contains information about the school and can be accessed by clicking the following link - <https://www.fultonschools.org/hopewellms>.

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

## **Parent/Teacher Conferences**

The parent/ teacher conference is a most important form of communication. A teacher or parent may request a conference at any time during the school year. All conferences are to be arranged in advance, and parents are asked to call, email, or send in a written request. Parent-Teacher conferences can be in-person or can be conducted through Microsoft Teams to positively address student concerns.

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

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

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

The parent should:

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

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. When visiting during regular school hours, guests are required to use

the buzzer system at the Front Doors and check in at the Front Office upon entering the building. **Students not enrolled at our school are not permitted to visit during the school day due to unnecessary classroom disruptions, which are detrimental to the learning process.**

## **Volunteers**

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

## **Contacts for Parents**

Parents with concerns about any procedure or part of the school policies are encouraged to seek assistance from school personnel. Teachers cannot be called from class to receive phone calls, but are expected to return calls and emails within 24-48 hours, excluding weekends and holidays. **It is requested that the following protocol be utilized in asking for assistance. Please follow the order below.**

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

## **Physical Education and Health**

### **Exemptions from Physical Education**

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

### **Health and Sex Education**

All students are required to take a nine-week health education course in each grade level. At least two weeks prior to the sex education unit of the course, a notice will be sent home to parents informing them of their right to remove their minor children from this unit. Parents have the option to opt out of the sex education unit. Students not participating in the sex education portion of health will be given alternative health assignments. Parents may contact their child's PE/Health teacher to make an appointment to review the materials used in the health course.

# **Student Behavior**

## **Assemblies**

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

## **Backpacks/Device Bags**

Students should not carry backpacks with them during the school day. If a student has a backpack when they arrive at school, it should be placed in their school-issued locker prior to 1<sup>st</sup> period. They are permitted to carry a small “device bag” to hold and protect their FCS-issued device and accessories. The size of this bag should be no larger than 16”x12”.

## **Care of the Building**

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

## **Bullying**

The Board of Education policy states that a student shall not:

- Willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so  
or
- Intentionally exhibit a display of force such as would give the victim reason to fear or expect immediate bodily harm  
or
- Intentionally commit a written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.
  - Has the effect of substantially interfering with the victim student’s education
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
  - Has the effect of substantially disrupting the orderly operation of the school

Bullying should be reported to school officials in a timely manner so that corrective action can take place.

## Harassment

One type of misconduct that occurs more in the middle school years than at any other level is harassment. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:

- Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability
- Racial, sexual, or ethnic slurs
- Derogatory comments, insults, and jokes
- Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures
- Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

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

## Student Conduct Information

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

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

Students should comply with rules at school, on the way to and from school, or at any school-sponsored activities. In an effort to comply with the implementation of the Hopewell Middle School Discipline Cycle and the Fulton County Discipline Cycle, misbehavior exhibited by students will be handled by local and board policies. All violations are accumulated throughout

the school year. Consequences for violation of school rules may include, but are not limited to, low profile interventions, time-out, conferences, private or public detention, in-school suspension, out of school suspension, and referral to a Disciplinary Hearing for possible expulsion. Detailed information will be sent home with students during fall semester. The Fulton County Board of Education does not authorize the use of corporal punishment as a means of student discipline.

## **Student Misconduct**

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

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

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

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

## **Behavior of Students in the Cafeteria**

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

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

### **CAFETERIA RULES:**

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

## **Cell Phones**

Student cell phone use during school is prohibited unless authorized by a teacher or staff member. If a phone is being used inappropriately (calling, texting, playing games, social media use), the student will be subject to disciplinary consequences following the School Discipline

Cycle. Students will not be allowed to use cell phones during the school day. If a student brings a cell phone to school, it should be turned off or put on silent and placed in their locker.

## **Academic Dishonesty**

One of the most important aspects of a student's education process is to learn honesty in all endeavors. This includes academic honesty. In an effort to clarify this, academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working on an individual basis, plagiarism (to take and use as one's own the writings or ideas of someone else), or related acts. When academic dishonesty has been determined, students involved may receive a zero for work done. Additional disciplinary consequences might be assigned as well.

## **Bus Conduct**

All students are expected to follow the rules and procedures outlined by the Transportation Department. Parents will be notified of student bus violations. Failure to abide by these safety procedures may result in disciplinary consequences. These consequences could include suspension from the bus.

## **Private Detention**

Teachers may host private detention for students with minor violations. Parents will be notified at least 24 hours prior to the detention.

## **Administrative/Friday Detention**

Administrative Detention is assigned by an administrator afterschool. Parents of students assigned to Friday detention will be notified at least 24 hours prior to the detention. Failure to serve detention could result in further consequences.

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

*Students have a responsibility to:*

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework/projects.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, en route to and from school, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another to learn.
5. Accept the consequences of their own actions and follow discipline guidelines adopted by the school and district.
6. Remove themselves from the situation when physical aggression has or is likely to occur, even if another student has already engaged in that behavior. "Self-defense" is not an



acceptable excuse for willingly engaging in a physical confrontation unless the student had no way to remove themselves from the situation.

*Students have a right to:*

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

## Fulton County Board of Education Conduct Rules

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

## **Support Services**

### **Clinic**

A full-time clinic aide staffs our clinic from 8:15-4:15pm every day. To enter the clinic, a student must have a written pass signed by a teacher and showing the time that the student left class. A student returning to class from the clinic should have the same or a similar pass signed by the clinic attendant. A student may be sent to the clinic for treatment of minor illnesses and injuries. Our clinic works under Fulton County Student Health Services guidelines in conjunction with our cluster nurse. If the student is not able to be treated in the clinic, parents will be requested to pick the student up. In case of emergencies (difficulty breathing, excessive bleeding, and severe allergic reaction) local EMS will be called. Parents will be notified of any/all student illnesses or injuries. Not all phone calls will require student pick up. In this instance, we would simply like to notify you about situations as a courtesy. **Medications will not be administered unless appropriate authorization forms are in the clinic. Prescription medications require a physician's signature. The medication has to be provided by the parent, and it must be in the original container.** Any student identified with a chronic illness needs to have a health care plan on file in the clinic. This allows the school to provide better care for your child during school hours. It also allows the student to maintain a normal school environment. If your child has a chronic illness (asthma, diabetes, seizures, etc.) and the clinic is unaware, please notify the clinic.

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

The main reasons for keeping your child at home are:

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

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

## **Accidents**

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

## **Emergency Information**

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

## **Medication**

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

# Counseling and Guidance

## **Role of Counselors**

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

## **Appointments with Counselors**

Counselors are available to the students, parents, and teachers. Students may request an appointment in the counseling office at any time. Parents may arrange for a conference or consultation by calling/emailing the counselor for an appointment. Counseling is a voluntary and confidential service.

## **Media Center**

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

Hopewell Middle School believes that all students should have access to “just-right-books,” which means the reading level and the content are suitable for the students. With that being said, Hopewell supports students ages eleven through 14 years old and, with such a wide range of ages, the types of books that are housed in the building must meet all of the students’ diverse needs and interests. Free choice of books is imperative to creating life-long learners. Parents should talk with their students about what they are reading and what choices they are making when selecting a book. All of the books in the Hopewell Media Center are arranged by genre with a section specially labeled as Young Adult. Young Adult books are defined as books aimed at teenagers ages 12 to 18 that directly discuss issues/problems related to this age group. Hopewell Middle School categorizes any book recommended for age 14 or older as Young Adult. If a parent feels like their student is not ready for these books, then the parent needs to have a conversation with their student. The Hopewell Media Center is not responsible for choices students make based on what they feel is appropriate for them to read. If a student chooses a book that makes them uncomfortable or that their parents may not approve of, the student should return it.

## School Social Worker

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

## Technology Use

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

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

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

## Student Devices

Students will be issued an FCS device during the first month of the school year. Students are encouraged to purchase a small device bag/sleeve to be used to protect their FCS-issued device.

## Transportation

### Bus Riders

Transportation is provided for all students living more than a mile and a half from school.

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

### Bicycle Riders

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

## **Car Riders/Carpools**

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

Parents dropping off or picking up their children should maintain a single file line in the carpool line. Drivers should pull up as far as they can in the carpool lane before students enter or exit the vehicle. More specific carpool instructions can be found on the school's website (please pay close attention to the afternoon carpool directions). Please follow the directions of the Fulton County employees/volunteers on duty to ensure that the carpool line runs smoothly.

## **Additional Student Information**

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

Please inform the school of any changes in names, address, phone numbers, email addresses, approved pick up contacts or emergency information during the school year. **For the safety and security of all students, it is very important that we have accurate information on each student at all times.** If you are a parent/guardian of a student and do not receive the weekly Principal's email on Friday afternoon at approximately 4:30 PM, please contact the school, as there is an issue with your email address.

### **Clubs/Activities**

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

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

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

In an effort to limit the number of non-essential visitors to school for the health and safety of our students, lunches should not be dropped off by parents/guardians once the school day has begun.

**HMS does not allow deliveries for students directly from restaurants or via delivery services (UberEats, DoorDash, etc.), even if they have already been paid for. Students are not authorized to open doors for anyone and could face disciplinary consequences for doing so in order to accept food deliveries.**

## Enrollment Requirements

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

## Exams

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

## Insurance

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

## Lockers

Students may rent lockers for the safekeeping of books and personal property. Only school assigned locks may be used on lockers. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. Lockers remain the property of the school and are subject to periodic announced and unannounced inspections by school personnel at any time during the year. Students are NOT to share lockers. **An activity fee of \$20.00 for a regular hall locker will be collected from students prior to the school year. This fee also goes towards students activities and rewards.** Fees may be paid at the time a student registers for school (via OSP or cash or money orders only). Fees are subject to change.

## Loss of Personal Items

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles. All lost articles will be placed in the lost and found. Students are encouraged to check the lost and found for missing items. Unclaimed items will be donated to a charitable organization periodically throughout the year. Students should not bring large amounts of money to school. All valuables should be left in lockers. The school cannot be held accountable for lost, damaged, or stolen articles (including cell phones or other personal electronic devices). In the event a student is missing a personal item, the student should make a theft/damage report in the office. Again, the

school advises against students bringing to school large sums of money, valuable electronic devices or any other items that would be difficult to replace.

## **Telephone**

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

## **Textbooks**

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

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

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

All teachers allow time before or after school to assist students needing additional help. The day and times of the help sessions are listed in each teacher's course syllabus and/or in their Teams site.

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

## **Work Permit**

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

## **Yearbook**

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

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