



**Autrey Mill Middle School  
Student Handbook and Agenda  
2022-2023**

**Student Name:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Daily Bell Schedule**

<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
<b>Advisement</b> 8:55- 9:26	<b>Advisement</b> 8:55 - 9:26	<b>Advisement</b> 8:55 - 9:26
<b>1<sup>st</sup> Period</b> 9:29 – 10:16	<b>1<sup>st</sup> Period</b> 9:29 – 10:16	<b>1<sup>st</sup> Period</b> 9:29 – 10:16
<b>2<sup>nd</sup> Period</b> 10:21 – 11:08	<b>2<sup>nd</sup> Period</b> 10:21 – 11:08	<b>2<sup>nd</sup> Period</b> 10:21 – 11:08
<b>3<sup>rd</sup> Period</b> 11:13 – 12:00	<b>3<sup>rd</sup> Period</b> 11:13 – 12:00	<b>Lunch</b> 11:13– 11:43
<b>Lunch</b> 12:05 – 12:35	<b>4<sup>th</sup> Period</b> 12:05 – 12:52	<b>3<sup>rd</sup> Period</b> 11:48 – 12:35
<b>4<sup>th</sup> Period</b> 12:40 – 1:27	<b>Lunch</b> 12:57 – 1:27	<b>4<sup>th</sup> Period</b> 12:40 – 1:27
<b>5<sup>th</sup> Period</b> 1:32– 2:19	<b>5<sup>th</sup> Period</b> 1:32 – 2:19	<b>5<sup>th</sup> Period</b> 1:32 – 2:19
<b>6<sup>th</sup> Period</b> 2:24– 3:11	<b>6<sup>th</sup> Period</b> 2:24 – 3:11	<b>6<sup>th</sup> Period</b> 2:24 – 3:11
<b>7<sup>th</sup> Period</b> 3:16 – 4:05	<b>7<sup>th</sup> Period</b> 3:16 – 4:05	<b>7<sup>th</sup> Period</b> 3:16 – 4:05

**AMMS MISSION:** Preparing today’s students for tomorrow’s challenges.  
**AMMS VISION:** Engaging all learners through rigor, relevance, and relationships.

**AMMS MANTRA:**

*“Today I will take pride in being an Autrey Mill Lion. I will prepare for today’s and tomorrow’s challenges by engaging in my education through rigor, relevance, and relationships. I will demonstrate respect and responsibility not only for others, but also for myself. I will succeed.”*



**2022-2023  
School Year**

<p><b>August 2022</b></p> <p><b>1, 4, and 5</b> Teacher Pre-Planning Days (no students)  <b>2 and 3</b> Professional Development Day (no students)  <b>8</b> First Day of School</p>	<p><b>January 2023</b></p> <p><b>2</b> Winter Break  <b>3</b> Teacher Workday (no students)  <b>4</b> First Day of 2<sup>nd</sup> Semester  <b>16</b> M. L. King Jr. Holiday (School Closed)  <b>17</b> Professional Development/ Remote Learning Day for students</p>
<p><b>September 2022</b></p> <p><b>5</b> Labor Day (School Closed)  <b>6</b> Professional Development/ Remote Learning Day for students</p>	<p><b>February 2023</b></p> <p><b>20</b> Presidents' Day (School Closed/Inclement Weather Day)  <b>21</b> Professional Development (students off)</p>
<p><b>October 2022</b></p> <p><b>10</b> Columbus Day (School Closed)  <b>11</b> Professional Development Day (students off)  <b>12</b> Teacher Workday (students off)</p>	<p><b>March 2023</b></p> <p><b>13</b> Professional Development (students off)  <b>14</b> Teacher Workday (Inclement Weather Day/students off)</p>
<p><b>November 2022</b></p> <p><b>21- 25</b> Thanksgiving Holidays (School Closed)</p>	<p><b>April 2023</b></p> <p><b>3-7</b> Spring Break (School Closed)</p>
<p><b>December 2022</b></p> <p><b>16</b> Last Day of 1<sup>st</sup> Semester  <b>19-30</b> Winter Break (School Closed)</p>	<p><b>May 2023</b></p> <p><b>25</b> Last Day of School  <b>26</b> Post Planning (Inclement Weather Day)  <b>29</b> Memorial Day</p>

**Autrey Mill Middle School**

4110 Old Alabama Road

(470) 254-7622

[www.ammslions.org](http://www.ammslions.org)

**Mr. J.E. “Trey” Martin**

**Principal**

**Ms. Anita Erickson**  
8th Grade Assistant Principal

**Dr. Mimi Gamel**  
7th Grade Assistant Principal

**Ms. Laurie Chans**  
6th Grade Assistant Principal

**Support Staff**

<b>Denise Santos</b>	<b>6th Grade Counselor</b>
<b>Emily D’Antoni</b>	<b>7th Grade Counselor</b>
<b>Andrea Turner</b>	<b>8th Grade Counselor</b>
<b>Ashley Perry</b>	<b>Instructional Coach</b>
<b>Amy Showfety</b>	<b>Graduation Coach and MTSS Coordinator</b>
<b>Abbey Ansley</b>	<b>Media Specialist</b>
<b>Karen Castellanos</b>	<b>Media Center Para</b>
<b>Amy Pate</b>	<b>504 Chairperson</b>
<b>Patricia Welch</b>	<b>Principal’s Assistant and Bookkeeper</b>
<b>Jackie Dejo</b>	<b>Front Office Secretary</b>
<b>Carman Anderson</b>	<b>Front Office Secretary</b>
<b>Patricia Movilla-Leal</b>	<b>Front Office Secretary</b>
<b>Barb Pieper</b>	<b>Counseling Secretary</b>
<b>Sateria Wattle</b>	<b>Cafeteria Manager</b>
<b>Nomitha Thomas</b>	<b>Speech-Language Pathologist</b>
<b>John Burger</b>	<b>Social Worker</b>
<b>Bridget Hundelt</b>	<b>Data Clerk</b>
<b>Donna Rhein</b>	<b>Instructional Support Teacher</b>
<b>Katherine Soh</b>	<b>ELL Parent Liaison</b>
<b>Officer Greg Willis</b>	<b>School Resource Officer</b>

## Autrey Mill Contact List

<b>Topic</b>	<b>1st Contact</b>	<b>2nd Contact</b>	<b>3rd Contact</b>
<b>Curriculum</b>	Teacher	Grade Level AP	Principal
<b>Discipline</b>	Teacher	Grade Level AP	Principal
<b>Volunteering</b>	Teacher	PTA Committee	Front Office Staff
<b>PTA</b>	PTA Rep		
<b>Cafeteria</b>	Cafeteria Manager	Grade Level AP	Principal
<b>Student Records</b>	Counseling Secretary	Grade Level Counselor	
<b>Medical</b>	Clinic Assistant	Cluster Nurse	Grade Level AP
<b>Homework</b>	Teacher	Grade Level AP	
<b>Transportation</b>	Front Office Staff	Grade Level AP	Transportation Dept.
<b>Classroom</b>	Teacher	Grade Level Counselor	Grade Level AP
<b>Athletics</b>	PE Coach	Health/PE Chair	Grade Level AP
<b>Extended Learning</b>	Graduation Coach	Grade Level AP	Principal
<b>Standardized Testing</b>	Teacher	Testing Coordinator (Chans)	
<b>Attendance</b>	Data Clerk	Grade Level AP	Student Information Coordinator (Gamel)
<b>Academic Support and Grades</b>	Teacher	Graduation Coach (Showfety)	Grade Level AP
<b>Textbook</b>	Teacher	Media Center Para	
<b>Technology And Devices</b>	Teacher	Media Specialist	
<b>504</b>	Teacher	504 Chairperson	
<b>MTSS</b>	MTSS Chairperson		
<b>PBIS</b>	PBIS Coach	Graduation Coach	
<b>Safety</b>	Safety Coordinator (Chans)	Principal	
<b>Scheduling</b>	Grade Level Counselor	Grade Level AP	Student Information Coordinator (Gamel)
<b>Surveys</b>	Grade Level AP	Mrs. Chans	Principal

**\*Most information can be found on our school's website.**

**Please visit [www.ammslions.org](http://www.ammslions.org)**

**My Personal Schedule for 2022-2023**

<b>My Schedule</b>	<b>Course Name</b>	<b>Teacher's Name</b>	<b>Grade for Quarter 1</b>	<b>Grade for Quarter 2</b>	<b>Grade for Quarter 3</b>	<b>Grade for Quarter 4</b>
<b>Homeroom Room#</b>						
<b>Period 1 Room#</b>						
<b>Period 2 Room#</b>						
<b>Period 3 Room#</b>						
<b>Period 4 Room#</b>						
<b>Period 5 Room#</b>						
<b>Period 6 Room#</b>						
<b>Period 7 Room#</b>						

**I. ACADEMIC INSTRUCTION****A. Academic Dishonesty**

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. 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 writings or ideas of someone else), or related acts. This includes copying and pasting from websites and/or copying work from another student. When academic dishonesty has been determined, students involved will receive a zero for work done. An alternate assessment will be given at the discretion of the teacher. Additionally, the teacher and student involved are to complete the *Academic Dishonesty Form* describing the incident. Copies of the report will be given to the student, the designated assistant principal, placed in the student's record file, and sent home for the parent's signature. In addition to academic consequences, multiple infractions of academic dishonesty may result in suspension.

**B. Fall and Spring Semester Last Assessments**

Fall and spring semester final assessments will be administered to students in all subject areas. These assessments will not be administered earlier than the scheduled date. Students who have an **excused absence** on the day of the test must work with that subject area teacher to establish a time to make up the test after receiving approval from an administrator.

**C. Homework**

Homework will vary based on content, rigor, and will vary in length, depth, and activity. The final responsibility for homework rests with the student.

*Homework is intended to:*

- ❖ prepare for, reinforce, and extend concepts introduced in class
- ❖ activate prior knowledge and assess student understanding
- ❖ establish study habits and self-reliance
- ❖ allow parents/guardians and teachers to monitor student progress

**D. Late Work Policy (for all grade levels):****Student Misses Work Due to Absence (Excused/Unexcused)**

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

**Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)**

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

**E. Recovery Policy**

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to **one recovery attempt per major assessment** that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment. For example, if a student received a 60% on a test and then successfully completed a recovery test/assignment, the new grade in Infinite Campus would be recorded as 75.60. This allows parents, teachers, and students to know that the 75% is a recovery grade.

Recovery opportunities and guidelines for minor assessments will be at the discretion of each grade level content area. Specific content area teachers will provide additional information regarding recovery guidelines for minor or formative assessments.

**F. Testing Schedule**

Teachers will work collaboratively to make sure students do not have more than two tests a day in core academic classes. Sometimes it will be necessary to have more than two as per students' schedules. Please note that while teachers will try to administer tests on these dates, situations may arise that may necessitate a change. **In addition, quizzes and other forms of assessment do not follow this schedule.** Connections, World Language, and Reading teachers may have testing any day of the week.

**STEM** – Wednesday and Friday

**Humanities** – Tuesday and Thursday

**Reading, World Language, Connections and PE** - any day except Monday

**G. Help Sessions for Students**

All teachers will offer morning help sessions from 8:00am-8:30am to assist students needing additional help. Specific days and times of the help sessions will be announced in class and will be posted on the Autrey Mill web page; <http://ammslions.org>

- When attending morning help sessions, students will be picked up from the cafeteria by the teacher leading the help session promptly at 8:00am. **Students not in the cafeteria when the teacher picks up will miss the help session.** Students may enter the building starting at 7:50 am.
- Individual teachers may decide to hold afternoon help sessions from 4:15-4:45pm. Teachers who decide to hold afternoon help sessions will host them in their classrooms. Students participating in afternoon help sessions will be dismissed from the bus bell.

## II. ADVISEMENT/HOMEROOM

For all grade levels, time has been included in the school day to provide students with a variety of opportunities, including completing missing work, recess, and the opportunity to participate in a school-wide character development program.

During advisement time, students will have the opportunity to engage in the following activities (specific days vary based on grade level):

- Study Hall/work on missing assignments
- Recess (indoor or outdoor)
- iReady Reading and Math
- SSS (Student Success Skills) For more information, please visit <https://www.fultonschools.org/Page/23990>

### A. iReady Math and Reading

Fulton County Schools has acquired the iReady Math and iReady Reading program to supplement classroom instruction and provide additional support or to accelerate learning as needed. Sixth through eighth grade students will receive a personalized pathway of learning based on his/her instructional needs. Teachers will receive targeted resources, identified through student performance, to support students during small group and one-on-one instruction.

### B. Recess

Students will have the opportunity to participate in a grade level, weekly recess time, either outdoor or indoor, depending on weather and temperature. Students are expected to adhere to Autrey Mill and Fulton County's code of conduct to participate in recess.

## III. ATTENDANCE

### A. 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 or email from the parent must be sent to the **front office** within five days.

- **An excused absence** is a personal illness, serious illness or death in the immediate family, observance of religious holidays, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.
- **An approved absence** should be **pre-arranged** with the principal or designee before the absence occurs. Approved pre-arranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to by the parent and the principal. There is a limit of 6 days for approved absences.
- **An unexcused absence** is an absence that has not been excused or approved. It includes, but is not limited to, truancy, class cuts, or absences not approved **prior** to the absence.
- The school social worker will contact parents when one of the following occur:
  - Missing three consecutive or more days of school without documentation
  - Any student who has missed 10% or more of the school year at any given time
- A student is expected to make up work missed because of excused absences and/or approved absences.
- It is the parent/student's responsibility to initiate communication with their teachers about make-up or missing work (this could include Microsoft Teams, contacting other classmates, or making contact (email) with the teacher(s). The contact must be made within **ONE** school day of returning. Students are given one calendar day for each day absent plus one day to turn in the work.
- Parents/students may request assignments in person, by phone, or by email, if a child is absent 3 or more days.
- After 3 consecutive absences, late arrivals, or early checkouts a doctor's note will be required



- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts
- Students will receive the actual grade earned on make-up work if: (a) the absence was excused, (b) a written excuse was submitted within the allotted time, and (c) the make-up work has been completed satisfactorily within the time specified. When an absence is "unexcused" or is "excused" but does not meet the above conditions, the grade the student earns on any make-up work submitted on time may be reduced by ten points at teacher discretion.

### **B. Tardiness to School**

It is the responsibility of the parents and the student for the student to arrive on time. Excused tardies include illness, medical appointments, and other legal excuses mentioned above. Parents are asked to send a note or email when the student is tardy. All students who are tardy must report to the office **before** reporting to class. Chronic tardiness to school or to class may result in disciplinary consequences.

### **C. Tardiness to Class**

Students are expected to be on time to all classes. If late, a pass from staff or faculty should accompany the student.

- Tardies to class are tracked by the school.
- Lunch detention will be assigned after the first four tardies.
- After-school detention will occur for every four additional tardies accumulated.
- Tracking of tardies resets every 9 weeks.

### **D. Attendance and After-School Activities:**

To participate in any after school, or extracurricular activity, the student must attend at least half of the school day.

## **IV. BOOKS AND MATERIALS**

### **A. Lockers (Hallway and PE)**

Students must rent hallway and physical education lockers for the safekeeping of books, devices, and personal property. Only school assigned locks may be used on physical education 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. Locker rental fees are \$5.00 for a regular hall locker and \$5.00 for a PE locker, for **a total of \$10.00 per year**. Fees may be paid at the time a student registers for school. Locker fees are subject to change. Directions on how to pay for lockers will be presented during the "sneak peek" days at the beginning of the new school year. Payments may be made online.

### **B. 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 and clothing, especially on PE uniforms. All lost articles will be placed in the "Lost and Found." Students are encouraged to check the "Lost and Found" for missing items. The "Lost and Found" is located at the end of each grade level hall. Unclaimed items will be donated to a charitable organization at the end of each four and a half week grading period. Students should not bring large amounts of money to school. All valuables should be left in lockers, particularly during PE. The school cannot be held accountable for lost, damaged, or stolen articles.

**C. Student Agendas**

Agendas are used to help students organize and track assignments and upcoming important dates in each of their classes. Students are highly encouraged to stay on top of keeping their agenda updated. Students may choose to use their own personal agenda in lieu of the school agenda for recording homework and important dates. Either way, students must have an agenda every day. If a student loses their school issued agenda: Please check Lost and Found, Front Office and your classrooms for lost agendas. A new agenda may be purchased in the Counseling Office for a fee of \$15.00.

**D. Lost or Damaged Instructional Materials**

Students are responsible for the care and protection of technology, textbooks, library books, musical instruments, and other instructional materials, i.e. laptops (including laptop chargers and accessories), calculators, etc. assigned to them or checked out by them. The following sanctions may be taken against a student who fails to return or refuses to pay for lost or damaged technology, textbooks, library books, media materials, or school property, including, but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc.

- Withholding any additional technology, textbooks, library books, media materials or school property until restitution is made.
- Withholding all grade cards, transcripts, or certificates or progress reports until restitution is made.
- Exclusion from ceremonies, socials/dances, intramurals, and/or participation on teams or in clubs.

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 any school equipment/materials will be the cost of a new equal item. For damaged school equipment/materials, 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.

**E. Media Center**

The Autrey Mill Middle School Media Center is an innovative space in which students are encouraged to ask questions, create new learning experiences, and collaborate to deepen their knowledge of the curriculum and the world around them. It is a welcoming space in which students explore and where they become the creators of information rather than just consumers. It is a space which promotes a community of learners and provides a fluid, flexible learning space which offers challenging learning opportunities for all learners. The AMMS Media Center serves as the school's physical and virtual center for active and engaged learning. Utilizing the learning commons model, the transformed library media center will support student achievement and the curriculum through project-based and inquiry-based instruction, individual investigation, and innovative thinking, with a focus on developing literacies for the information age and the digital economy.

We offer a robust physical, ebook, and audiobook library as well as various technology from 3D printing to robotics to provide a future-ready approach to learning. Collaboration with teachers and administrators is ongoing throughout the year to create, enhance, and deliver information and digital literacy skills to our student body. We work closely with our student library advisory board as well as our media committee to make sound instructional and financial decisions to support Autrey Mill Middle School. We are open daily from 8:00am to 4:00pm. The Media Center spaces are available to our AMMS students during posted hours.

## V. CAFETERIA

The school cafeteria offers several choices of nutritious, well-balanced meals each day. Breakfast and lunch programs are available to each student and meal prices are subject to change by the Fulton County BOE.

### A. Breakfast

A breakfast program for students is offered each morning before school from 8:15-8:45 a.m. Students may purchase a variety of individual items ranging in price. Students are expected to eat breakfast **BEFORE** walking down to their homeroom. Breakfast prices: Full - \$1.25, and Adult - \$1.60. Prices are subject to change.

### B. Lunches

Students may choose from a variety of nutritious selections. Free/reduced priced meals are provided for students who qualify for these federal programs. Application forms are distributed to all students at the beginning of the school year. Lunch costs: Full - \$2.70, and Adult - \$3.45. Prices are subject to change.

### C. Lunch Account/Adding Funds

Parents are encouraged to put money on their students' accounts in the cafeteria for 2<sup>nd</sup> meal or extra sales. Each student account has two parts: A general account which can be used for any purchase and a meal account, which can be used for traditional breakfast or lunch only. Fulton County Schools does not allow students to charge in the cafeteria. It is a good idea to always have money on your student's account.

**Money may be placed in the individual account with cash or check made payable to Autrey Mill Middle School Cafeteria or pay online at "MyPaymentPlus" (<https://www.mypaymentsplus.com/welcome>) with debit or credit card.** Please allow up to 24 hours for payments to be posted to the student account.

### D. Cafeteria Conduct Expectations

- ⊘ Students should enter the cafeteria in an orderly fashion and go directly to their assigned table.
- ⊘ When a student's table is called to purchase lunch, they should bring their agenda with them to be scanned.
- ⊘ Students must get all food, drinks, and other items as they go through the line when called by the counselor or administrator. Students will be provided an opportunity to get "SECONDS".
- ⊘ Students are to remain in their seats unless given permission from a lunch monitor.
- ⊘ Students must have permission to exit the cafeteria to use restroom, visit clinic, or go to front office.
- ⊘ Students should meet the cafeteria expectations outlined in the school-wide behavior matrix.
- ⊘ Students who behave inappropriately and do not meet cafeteria expectations will receive consequences.
- ⊘ Administrators will dismiss tables and teachers will dismiss students. Students will check their area to see if it is clean.

## VI. COMMUNICATION

### A. Deliveries for Students at School

Parents and other individuals are discouraged from bringing in or delivering items to students at school. These may cause disruption to instruction during the day. If items must be delivered during the school day, please drop them off at the front office. Any items delivered to school by parents will be held in the office until the student comes to claim it. We work hard to limit interruptions to the classroom, and we **will not** call students to the office to pick up items. Your cooperation is greatly appreciated in this matter.

### B. School Newsletter

The Autrey Mill Middle School newsletter will be available weekly through email and the school's website. The *Lion's Roar* informs parents of PTA events, school-based events, and contains articles about current events within the school community.

### C. Interim Reports/Progress Reports

Electronic progress reports will be available to view every 4 ½ weeks online. Progress reports are provided to keep parents apprised of their child's progress in coursework. Paper copies of progress reports are no longer sent home but are available upon request.

**D. Report Cards**

Electronic report cards will be available to view at the end of each semester through our online portal, Infinite Campus. Additional details can be found on the Autrey Mill school website. Paper copies of report cards are available upon request.

**E. Email Communication**

Parents with concerns about any school-related issue are encouraged to seek assistance from school personnel. The best way to reach our teachers is through email. Email addresses are listed on the school website. Please also see the schools' "contact reference list" for points of contacting regarding specific issues. Please allow 24 hours for teachers and staff to respond (or one school day if over the weekend). If you have an emergency that requires a more immediate response, please feel free to contact an administrator or counselor. When emailing teachers or staff, please specify your student's name, grade level, and class period.

**F. Infinite Campus - "Campus Student" and "Campus Parent"**

Campus Student and Campus Parent are designed to provide real-time access to student information, such as announcements, assignments, attendance, grades, scheduling, and more. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process. Visit <https://www.fultonschools.org/Page/10541> for more information.

**G. Parent/ Teacher Conferences**

Parent/ teacher conferences are an 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 to call, email, or send in a written request. When a conference is scheduled during the school day, parents are asked to check in at the office. Students may also attend the conference, at the discretion of the parent and/or teacher. Virtual conferences can also be requested via Microsoft Teams.

**H. Website/Twitter**

Interested persons can access information about the school on our website: [www.ammslions.org](http://www.ammslions.org) and follow us on Twitter [@ammslions](https://twitter.com/ammslions) and [#ammslions](https://twitter.com/ammslions).



**Congratulations!**

**Ms. Erika Smith,**  
AMMS Teacher of the Year 2022

**Mrs. Ashley Perry,**  
AMMS Professional of the Year 2022

**VII. CODE OF CONDUCT**

Fulton County Schools’ Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or were engaging in the activity will be on the school environment. Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

At Autrey Mill, an evidence-based framework for developing positive behavior referred to as Positive Behavioral Interventions and Supports or PBIS, is used to create a positive climate for learning.

**A. Schoolwide Expectations**

At Autrey Mill Middle School we expect that all students are respectful and responsible. Throughout the school there are PBIS Behavior Matrices. The PBIS behavior matrix is a chart that clearly communicates our school's expectations for positive behaviors in various school environments. It aids both teachers and administrators in teaching, modeling, and reinforcing PBIS in the classroom, hallway, bathrooms, cafeteria, and even at home. Students will be held accountable for meeting these school-wide expectations.

**Our school wide behavior expectations include, but are not limited to:**

<b>Respectful</b>	<b>Responsible</b>
Using kind, school appropriate language	Be in seat with all materials by the bell
Cooperate with adult directions	Be accountable for your choices
Use your school-issued technology only when instructed and for academic purposes	Have a pass and permission when leaving classrooms and other school locations
Keep walls and school facilities clean	Report any issues (behavior or maintenance) to an adult immediately
Leave areas clean	Keep phones powered down and in locker or backpack
Keep hands, feet, and objects to yourself	Charge laptop to at least 80% before arriving at school

**B. PBIS Overview**

Positive behavioral interventions and supports (PBIS) is an evidence-based approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who does not meet the schoolwide and classroom-based expectations. PBIS calls on schools to teach students about behavior, just as they would teach about any other subject, like reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are, so a hallmark of a school using PBIS is that everyone knows what the expectations are and how to meet them. Throughout the school day, in class, in the hallways, cafeteria, and throughout the school, students understand what is expected of them.

**C. Minor and Major Behavior Infractions**

- **Minor infractions** are those that are commonly handled by teachers in a classroom. Repeated or excessive minor infractions can become office referrals (4 times or more) and may result in administrative consequence.

**Minor infractions may include:**

<ul style="list-style-type: none"> <li>-Tardiness</li> <li>-Unprepared for class</li> <li>-Inappropriate/Profane language or gestures</li> <li>-Disruptive behavior</li> <li>-Teasing/Taunting</li> <li>-Running</li> <li>-Horseplay (not fighting)</li> <li>-Academic dishonesty</li> <li>- Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>-Repairable damage of property/graffiti</li> <li>-Defiance/Noncompliance</li> <li>-Minor misuse of technology, including a Digital Citizenship violation</li> <li>-Throwing, flinging items</li> <li>-Public displays of affection</li> <li>-Volume code violation</li> <li>-Out of area without permission</li> </ul>
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- **Major infractions** are those that warrant the intervention of a school administrator due to the student’s behavior violating the safety of others, or if the student demonstrates defiance of school staff, or disrupts the learning of others.

**Major Infractions may include:**

<ul style="list-style-type: none"> <li>-Fighting/Assault/Battery</li> <li>-Drugs/Tobacco Use/Vaping</li> <li>-Weapons</li> <li>-Threat toward staff or student</li> <li>-Verbal abuse toward staff or student</li> <li>-Harassment/Derogatory statements</li> <li>-Bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Severe technology misuse</li> <li>-Permanent damage and destruction of property</li> <li>-Repeated academic dishonesty</li> <li>-Minor infraction that causes an injury</li> <li>-Cutting class</li> </ul>
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**D. Discipline Cycle**

In addition to the PBIS expectations and values, teachers, students, and staff will follow a consistent, school-wide discipline cycle when students’ behavior does not meet school expectations.

<p><b>Step 1:</b> Teacher/Staff observes problem behavior and decides if they can manage the behavior or if the behavior needs to be managed by administration (see minor/major description above).</p>	
<p><b>If the teacher/staff manages...</b></p> <p><b>Step 2:</b> The teacher or staff member will implement an appropriate intervention, as well as follow the consequence cycle for minor behaviors (see below).</p>	<p><b>If the administration manages...</b></p> <p>Administration will manage a problem behavior if                      a) student repeats a minor problem behavior more than three times, or                      a) a student demonstrates a major problem behavior.</p> <p><b>Step 2:</b> Administration will receive notification of an office referral from teacher/staff member indicating major problem behavior (including any attempted interventions from minor behaviors)</p>
<p><b>Step 3:</b> Teachers/staff will contact parents via email or telephone to alert parents of the situation. Teachers/staff will also put a minor referral into the PBIS Rewards platform.</p>	<p><b>Step 3:</b> Administration will conference with students (and teacher if needed) and obtain written statement(s).</p>
<p><b>Step 4:</b> If behavior stops after intervention, then teacher/staff will continue to monitor behavior. If problem behavior occurs again, then the teacher/staff will repeat using different intervention strategies (up to three times).</p>	<p><b>Step 4:</b> Administration will review statements, as well as the student’s behavior history, to determine appropriate consequences (see below).</p>
<p><b>Step 5:</b> If the same <b>MINOR</b> problem behavior <b>does not</b> stop after the third intervention (repeating minor protocol three times), then teacher/staff will complete an office referral for administration to manage.</p>	<p><b>Step 5:</b> Administration will contact parents via phone or email to alert them of the situation and the next steps.</p>

\*Autrey Mill Middle School adheres to the Fulton County Discipline Code of Conduct and will use this code as a guide when determining student consequences. This can be found in the Discipline Code of Conduct Handbook on the FCS website. Consequences and order of consequences are subject to change. Visit <https://www.fultonschools.org/Domain/266> for the Fulton County Code of Conduct.

**F. Detention/Suspension Discipline Cycle**

The detention/suspension cycle will be as follows\*:

- Student warning and teacher intervention and reteaching of expectations
- Lunch Detention – to be served in ISS room during the student’s grade level lunch.
- After School Detention – to be served in the Front Office from 4:10-5:15pm
- In School Suspension – to be served in ISS room (student work provided by teachers)
- Out of School Suspension – to be served at the student’s home (student work provided by teachers)

\*starting point for discipline cycle is subject to change based on situation.

**G. After-School Detention**

Part of Autrey Mill's discipline cycle includes the possible consequence of after-school detention. After-school detention is assigned by an administrator and is held after school from 4:15 to 5:15 under the supervision of an administrator. Parents of students assigned to after-school detention will be notified at least 24 hours prior to the detention. Students will be held accountable for ensuring that parents receive the notification of detention(s). Failure to serve after-school detention will result in further disciplinary action. Students serving an after-school detention will sign in upon arrival and are expected to work diligently during the detention hours.

**H. ISS/In-school Suspension**

In-school suspension (ISS) is a strategy used by schools to discipline students for their behavior while ensuring that they participate in the academic process in some way. Restorative break/ISS consists of students being removed from the normal school environment, and spending their day (or days, depending on the offense) working on their normal class work in a special classroom set aside for these students. A staff member is always present in the ISS room.

**I. Students' Rights:**

Students have a right to:

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

**J. Harassment**

AMMS defines harassment as any mean or hurtful behavior that is done on purpose after you are asked to stop.

**This can include, but is not limited to, the following:**

- Pushing, shoving, hitting, spitting, tripping, etc.
- Name-calling, picking on, making fun of, laughing at another person
- "Shunning" or excluding someone from a group or activity
- Using Internet or cell phone text, picture, or video messages to spread put-downs and rumors
- Unwelcome conduct which is directed toward a person because of a person's gender, religion, and ethnicity.

AMMS faculty and staff take harassment very seriously. An administrator will investigate incidents of alleged harassment. If deemed harassment, concerns will be addressed as follows.

- Discussion with teacher, or
- Counseling office referral, or
- Office referral

Harassment should be reported immediately to your teacher, counselor, or grade level administrator. This includes instances when you witness other students being harassed. All reports will be kept confidential.

**K. Food and Drinks**

To keep our school campus clean, we ask students to refrain from bringing any drinks besides water into the building after 8:30am. If a student arrives at school prior to 8:30am with a drink other than water, they must finish the drink or throw it away before walking down the school hallways. Students may bring a small, healthy snack each day. Snack times vary by each grade level. We ask that students do not share or distribute food or candy to one another.



**L. Selling Items at School**

Students are **not permitted** to sell items at school unless authorized to do so by the school administration.

**VIII. SCHOOL COUNSELORS****A. Role of Counselors**

Autrey Mill Middle School Counselors provide academic, social/emotional, and college/career support to all students. We meet the needs of our students by providing individual and group counseling, delivering classroom curriculum, and collaborating with teachers, parents, and community members. Counseling programs are proactive and preventative. School counselors work to meet student needs and to avert crisis situations.

**B. Appointments with Counselors**

Students are welcome to come to the counseling office to make an appointment request to meet with their grade level school counselor. Students must get a pass from their teacher to leave the classroom to visit the counseling office. Parents may arrange a conference or consultation by calling or emailing their child's counselor to request an appointment. Counseling is a confidential service, however certain situations and issues must legally be reported to ensure student safety.

**C. 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 umbrella of the Student Services Department of the Fulton County School System, provides non-instructional services to students and their families.

**D. Withdrawal Procedures**

Parents are required to contact the school at least one school day prior to the withdrawal date. Students must return all school equipment and materials and pay any outstanding fines and fees to receive withdrawal paperwork.

**E. Work Permit**

Students should visit the Georgia Department of Labor website [www.DOL.Georgia.gov](http://www.DOL.Georgia.gov) to initiate the work permit process. They must be at least 14 years old and have secured a job. The Counseling Department can issue a work permit once the student and employer have completed their portions of the permit on the Georgia DOL website.

**IX. DRESS CODE****FCS Code of Conduct Rile I.13a (page 16)****Dress and Grooming (Responsibility and Respect)**

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. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "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 principal or other duly authorized school official shall determine whether any mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

**Autrey Mill Middle School Dress Code:**

1. Private body parts must be covered
2. Undergarments must be covered
3. Hoods must stay off head
4. No hats (exception for Hijab)
5. No sunglasses
6. Costumes are not permitted, unless specified by the school
7. Onesies and silk pajamas are not permitted
8. Messages, graphics, and pictures of/or promoting drugs/alcohol, violence, weapons, sexual content, hate, or anything that administration deems inappropriate are not permitted.
9. Shoes should be safe and appropriate for school.

*\*Note: all language and graphics on clothing and personal items should be inclusive and kind.*

Students and parents are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness. If a student is determined to be violating the dress code, they will be given a PE uniform to wear for the rest of the day and possible disciplinary action for repeated dress code violations.

**X. EMERGENCY and SAFETY PROTOCOLS****A. Clinic and Medical Needs**

- A clinic supervisor staffs the clinic from 8:25 until 4:25 each day. Students must have a pass from a teacher when reporting to the clinic. First aid will be administered in the clinic as needed. The counseling secretary is available at other times if clinic services are needed.
- Parents are requested to notify the school of any changes in address or phone numbers that occur during the school year, so that current information is available in case of emergency.
- Students are permitted to carry certain medication with them at school only if appropriate forms have been signed and submitted. The same applies when medicine must be taken at school. Relevant forms are available on the AMMS website.
- 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. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by both the supervising faculty member and an administrator.

**B. Emergency Drills**

- Fire evacuation drills are held monthly during the school year.
- One hard lockdown, one soft lockdown, and one shelter drill are held each semester.
- **It is important that students remain silent, walk in a single file, and follow all instructions of school personnel during these drills. The drill is not complete until all students and staff are back in the building and an announcement is made to conclude the drill.**
- In the event of an emergency where it becomes necessary to remove students from the premises of Autrey Mill Middle School, they will be evacuated to the parking lot of the Country Club of the South Clubhouse. In the event of such an emergency, it would be impossible for parents to contact the school. Students would be released to parents from an alternate site.

**C. Emergency School Closings**

Once a decision has been made by the central office to close school due to inclement weather, local TV and radio stations will broadcast this information. Please avoid calling the school, as any up-to-date information will be communicated through Fulton County’s main website and social media outlets. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated each year. If these plans are used, the media will notify parents.

**D. Remote Learning Day**

A Remote Learning Day is an opportunity to engage in learning remotely instead of attending school onsite. Teachers will provide assignments to all students through Microsoft Teams. Autrey Mill Middle School will communicate to parents and teachers when remote learning days are scheduled.

**E. Student Insurance**

Student insurance may be purchased through the school office. This does not include damage to band and orchestra instruments, cell phones, laptops, etc. Further information may be obtained through the school office. Autrey Mill Middle School does not carry insurance to cover accidental injuries of students. Parents are urged to consider purchasing student insurance. An insurance policy of some type is required for students participating in overnight field trips

**XI. GRADING**

**A. Grade Reporting**

- Numerical grades will be used to report academic performance in all courses. Please refer to the Late/Missing Assignment Policy in the Academics section of this document. The minimum number of grades will be nine per semester, per subject area. Nine-week classes will have a minimum of six grades.
- 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.
- Interim grade reports (progress reports) are available online at the end of each four-and-a-half-week period of each semester. Report cards are available online at the end of each semester. Paper copies are available upon request.
- Grades earned for interim reports detail progress to that point (except the nine-week connections courses) and are not recorded on the permanent record. The final semester grade is an average of all work completed during the semester and is recorded on the permanent record. For courses offering high school credit, each semester grade will be recorded separately. 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. The final grade is the average of the grade from the first semester and the grade from the second semester.

**Grading Scale**

<b>A</b>	90 and Above
<b>B</b>	80-89
<b>C</b>	70-79
<b>F</b>	69 and Below
<b>W/(1-100)</b>	Withdrawn
<b>P/F</b>	Pass or Fail
<b>NG</b>	No grade
<b>I</b>	Incomplete
<b>CR</b>	Credit
<b>NC</b>	Non-Credit

\*\*NG is for students enrolled fewer than 20 school days with no transfer grades. Students with transfer grades will receive an average of the new grades and the transfer grades.

**Grading Weights**

- 50% – Major Category
- 40% – Minor Category
- 10% – Practice Category

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

A student is permitted and encouraged to make up work missed because of excused absences, approved absences, and temporary placement. See ATTENDANCE section for clarification.

### **C. Non-Academic Skills**

**Non-Academic Skills-** Feedback provided to students and/or parents/ guardians in areas beyond academic mastery. Non-academic skills will be reported in a separate section from academic performance. Feedback will be given to students and parents/guardians every 9 weeks on the progress report/report card for K-12 students.

Fulton County Schools will use the following key to report non-academic skills critical to student success.

- Consistently demonstrates
- Often demonstrates
- Sometimes demonstrates
- Rarely demonstrates

#### **Non-Academic Skills for 6-8<sup>th</sup> Grade:**

- Self-Direction: The student follows directions and procedures, sustains attention during class, and/or resists distractions.
- Collaboration: The student works well with others, asks for help when needs it, and/or shares ideas.
- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- Work Habits: The student comes prepared for class, manages time and materials, and/or stays on task.

### **D. Promotion/Retention Policy**

**District Promotion/Retention Policy:** In support of student success, Fulton County Schools recognizes the progression of students from one grade level to the next should be continuous and that students have a right receive instruction for their course and/or content standards for which they are enrolled. The decision to promote or retain a student shall be made using a variety of assessments of a student's mastery of academic standards and readiness for the next grade including, but not limited to, state-approved assessments. Retention decisions can only be made if there is documented use of support through early diagnosis and intervention, the Multi-Tiered System of Supports (MTSS), the Response to Intervention (RTI) process, and the Student Support Team (SST). Retention of students for athletic purposes is prohibited.

**Georgia Academic Promotion, Placement and Retention Rule:** If a student does not perform at grade level on the state-mandated assessment **grade 8 (Reading and Mathematics)**, then the student will be subject to the Georgia Academic Promotion, Placement, and Retention Rule (O.C.G.A. § 20-2-282, 283, 284, and 285; SBOE 160-4-2-.11). As such, the retention, promotion, and/or placement of these students will be left to the school's promotion and retention committee or SST. The committee that reviews the student's retention, promotion, and/or placement can review appeals made by parents, but the decision to retain, promote, and/or place will be made based on a consensus decision of the committee. If the committee cannot reach consensus, the principal will make the final decision.



**XIV. STUDENT ACTIVITIES****A. Clubs/Activities**

Autrey Mill strives to offer students a wide range of clubs and activities in which to participate. Students are encouraged to try a variety of activities. Clubs vary from year to year. Students and parents can find additional information about clubs offered via the school's website or by visiting the front office.

**B. Examples of Clubs Offered in Past Years:**

Academic Bowl	Jewish Student Alliance
Art Club	Jr Thespians Dramatic Society
Chess Club	Knit Knackers
Computer/Technology Club	Math Counts
Debate Club	Muslim Student Alliance (MSA)
Fellowship of Christian Athletes (FCA)	Reading Bowl
HOSA	Spanish Club
Interact Club	TSA/Robotics Club

**C. Extramural/ Intramural Program**

- A program of **intramural** athletic activities is offered to students from 8:00am - 8:30am, Monday through Thursday.
- In order to participate in the **intramural program**, each student must have an intramural registration form signed by a parent or legal guardian on file at the school. Intramural activities vary each semester. Students should read newsletters and listen to the announcements to learn which activities are to be offered during specific time periods.
- Seventh and eighth grade students (boys and girls) may be selected for a team in a variety of sports in the **extramural program**. The sports offered include: Soccer, Tennis, Volleyball, Tumbling, Basketball, and Track.
- Special regulations exist concerning participation by students on the Fulton County **extramural** teams. Regulations include:
  - If a student does not dress for a PE class, the student cannot participate in an after school, extramural, event for that day.
  - A physical examination documented on the appropriate physical form
  - Proof of insurance coverage.

**D. Clubs/Sports Acceptable School Conduct**

- If a student is suspended in-school, eligibility may be affected for participation in intramural/extramural activities that semester.
- If a student is suspended out-of-school, he/she is not eligible for intramural/extramural activities that semester.
- If a student fails more than one class in the previous semester, including connections, the student does not qualify for intramural/extramural activities that semester.

**E. Junior Beta**

We are proud to sponsor a chapter of the National Junior Beta Club at Autrey Mill. The Junior Beta Club recognizes academic achievement and promotes the ideals of character, service, and leadership. Seventh and eighth grade students who have demonstrated high academic success during middle school receive invitations to be a part of Junior Beta near the beginning of the fall semester. Club members are required to participate in service activities both at our school and in the community and also to attend club meetings. The induction ceremony takes place in the spring.

### F. Student Council

The Autrey Mill Student Council is the student government organization that recommends, plans, and sponsors student activities after approval of the school faculty and administration. Grade level representatives are elected during the fall semester and are expected to attend the scheduled meetings. Student Council members must maintain a GPA of 3.0 in all classes; conduct themselves in an acceptable manner and show leadership and responsibility. Student Council representatives must maintain a satisfactory conduct grade in all classes and can have no suspensions during their term of office. Members of the student council will be role models for other students. One office referral or two detentions will result in probation. If a student receives a second office referral, he/she will be removed from the student council. If the student holds a position in the Student Council, that position will be open for re-election.

### G. Yearbook

Selected eighth grade students develop a school yearbook, highlighting the year's events. Orders to purchase a yearbook are taken beginning in August. Payments are made directly to our yearbook publisher, Jostens, online. Additionally, 8<sup>th</sup> grade parents will have an opportunity to purchase student ad space. More information on this program will be posted to the Autrey Mill website.

### H. Student 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. **Any student who receives discipline prior to the event may be ineligible to attend at the discretion of the administration.**

### I. 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 by the deadline assigned. Permission for field trips cannot be accepted via the telephone or email.

**Any student who receives multiple detentions and/or suspension (ISS or OSS) prior to the trip because of an office referral may be ineligible to attend this trip at the discretion of administration. This applies from the beginning of the year.**

## XV. TECHNOLOGY/DEVICES

### A. Technology Acceptable Use Policy:

Each student, parent, and staff member must read, sign, and agree to abide by the *Technology Acceptable Use Policy Guidelines & Fulton County Personalized Learning Device User Agreement* before gaining access to the school's network and computer workstations. Visit <https://www.fultonschools.org/studentfocusedlearning> to see the user agreement as well as additional information on personalized learning and devices.

Students are not permitted to install any software or app on any Fulton County computer or device without explicit permission. If a student uses the Internet inappropriately, he/she will receive a warning and/or face discipline consequence. SEE CODE of CONDUCT and STUDENT DISCIPLINE.

### B. Damage/Loss

If a student's school-issued device or any technology of school property is lost or damaged, whether by neglect, intent, or by accident, it may incur a fine. The damage and loss fine schedule is listed in the Fulton County Personalized Learning Device User Agreement (see link below). This agreement is signed by the student and a parent/guardian at the beginning of each school year. More information about personalized learning, device usage, and fines can be found on the on the Fulton County website:

<https://www.fultonschools.org/studentfocusedlearning>

**C. Digital Citizenship**

Students are required to engage in Digital Citizenship lessons at the beginning of the year to indicate their readiness for digital learning. Please visit <https://www.fultonschools.org/Page/1925> for more information about Digital Citizenship.

**D. Microsoft Office 365 for Education**

Microsoft Office 365 for Education accounts are for school use only and should not be shared. Office 365 gives students and teachers a range of online options to enrich content creation and collaboration. Fulton County Schools provides access to and manages Office 365 accounts for staff and students in the school. Student work created on Microsoft Apps is stored on the Microsoft platform outside of the school district.

**E. Microsoft Teams**

Microsoft Teams is where teachers communicate with classes regarding class assignments and class expectations. Students are expected to check information posted daily. Students may also check their Microsoft Teams accounts on days when they are absent, to stay on top of any missing work.

For more information visit <https://www.microsoft.com/en-us/microsoft-teams/education>

**F. Children’s Internet Protection Act**

The Fulton County School System complies with the Children’s Internet Protection Act. Filtering is in place to block access to material that may be inappropriate for children. The policy and procedure may be reviewed in the school’s media center or on-line at: <http://www.fulton.k12.ga.us>. Students must have parent permission to be granted access to the internet at school.

**G. Cell Phones/Personal Devices**

In grades 6 through 12, the use of cell phones or personal communication devices is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member. If a student violates this rule which leads to the student’s personal communication device being confiscated by school personnel, it will only be released to the parent or guardian who must come to the school to personally retrieve the device.

**H. Headphones**

Students are expected to bring headphones to school every day to use for classroom activities. After class, students need to put away their headphones. Students misusing headphones will have them taken and given to the front office for afternoon dismissal pick-up. Repeated violations will result in disciplinary action and may require parent pick up.

**I. Student Device Care****Required Routine Device Care for Laptops****a. Update your device every Monday evening at home**

- Plug in your computer
- At the bottom of your screen search “Check for Updates”
- Click the button that says “Check for Updates”

*Please note: devices must be on, open, and charged to run updates. When the updates finish, restart your device.*



b. **At the end of the day, SHUT DOWN your computer before putting it in your backpack**

- Click the Windows button in the bottom left-hand corner of the screen
- Click the power icon
- Select “Shut Down”

c. **When You Run into ANY Device Issues**

- **Restart your device**
- Click the Windows button in the bottom left-hand corner
- Click the power icon
- Select “Restart”

d. **Check for updates**

- Plug in your device
- At the bottom of your screen search “Check for Updates”
- Click the gray button that says “Check for Updates”

*Please note: devices must be on, open, and charged to run updates. When the updates finish, restart your device*

e. **If you cannot get your device to turn or if it is frozen, do a hard restart**

- Plug your device in
- Hold the power button down until the light goes out, then release (it sometimes takes 30 seconds or more!)
- Press the power button once to turn it back on
- Check for updates and restart your device

f. **Specific Issues and How to Solve Them**

- **Battery not charging:** restart and update your computer
- **Mouse disappeared:** restart and update your computer (use the touchscreen as needed)
- **Teams/OneNote not loading:** restart and update your computer
- **Issues with Achieve 3000, iReady, Illuminate, ClassLink, other Teams/OneNote issues:** have your teacher put in a technology support ticket for you
- **You are locked out:** Wait 20 minutes and try to log in again. If you are still locked out, have your teacher submit a technology support ticket for you
- **Your computer is running slowly:** restart and update your computer
- **Your screen is shattered or your device is damaged:** go to the Media Center for tech support

**XVI. AFTERNOON DISMISSAL**

An afternoon announcement will occur at the end of each school day marking the beginning of dismissal. It is very important that students follow the dismissal guidelines as they are set to keep everyone safe. Students are expected to walk quickly to their mode of transportation.

**There are two announcements made at dismissal:**

The **first announcement** is for walkers and car-riders. Once the announcement has been made, any students who walk or ride a car home may exit their classroom.

The **second announcement** is for bus riders. Once the second announcement has been made, students who ride a bus may exit their classroom.

*\*Any bus rider leaving class at the first bell may be subject to disciplinary action.*

**XVII. TRANSPORTATION****A. Car Riders**

Students who arrive by car should be dropped off in front of the school **no earlier than 7:45 a.m.** Students are not to be dropped off at the bus dock. Only cars with valid handicap stickers may use the handicap parking spaces. Students should not be picked up by limousines or party buses. *Cars that are waiting in the car rider line are expected to pull all the way up to the beginning of the line to allow the line to move efficiently.*

**B. Bus Riders**

Transportation is provided for all students living more than a mile and a half from school and/or for students living in areas designated by the county transportation department as hazardous. Students should recognize that riding the bus is a privilege contingent upon respectful and responsible 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. If other arrangements are necessary, students must receive permission from the Transportation Department at 470-254-2970. Parents need to note the bus number and cross streets on any note requesting a transportation change. Please visit <https://www.fultonschools.org/transportation> for further information.

**C. School Bus Disciplinary Rules**

All students are expected to follow the rules and procedures outlined in School Bus Safety Code of Conduct. Parents will be notified of student bus violations. Rules include, but are not limited to:

- Students shall be prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. Students must use headphones or earbuds when using cellphones or other electronic devices.
- If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such a contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school.

**D. Bikers/Riders**

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

**E. Late Activities**

It is the responsibility of the parent/guardian to pick up students on time from after school activities/events.

