

**Hilsman Middle School
Parent / Student Handbook
2019-2020**



**870 Gaines School Rd
Athens, Georgia 30606
706-548-7281**

Clarke County School District Mission

The Clarke County School District is an ambitious community of learners in a diverse and culturally rich county. We are committed to equity and excellence through the implementation of rigorous standards in a safe and supportive environment - on every campus, in every classroom and for every child.

Clarke County School District Vision

Building a culture of high expectations and equity in which all students grow academically and socially to improve our community and our world.

Clarke County School District Core Beliefs

Public education is central to our democracy. To fulfill the promise of public education, the Clarke County School District has a fundamental set of beliefs that serves as a lens through which every decision is made and every action is taken. These beliefs are the backbone of our organization. CCSD believes that:

- Equity, access and progress towards excellence are basic rights that must be afforded to every individual in our system.
- Mission-driven, diverse and creative staff make the critical difference in student achievement, and they must be successfully recruited and retained.
- Students, families, staff and the broader community benefit mutually from active engagement with one another.
- Safe, nurturing and well-maintained school/campuses are required for optimal learning.

Dear students, parents, guardians, and community members,

Thank you for allowing me the opportunity to join the Panther family of excellence. I am truly honored to serve as the principal of Hilsman Middle School. Hilsman is an amazing school and I am so excited to join your team. As the principal of Hilsman Middle School, please know that I am 100% committed to our students, staff, and community.

Our Hilsman Middle School educators are absolutely phenomenal and, together, we will work diligently and consistently to ensure that our children are holistically prepared to meet and embrace the successes and challenges that prepare them for high school and beyond. At Hilsman Middle School, we will maintain a highly qualified staff that is devoted, passionate, and enthusiastic about student learning and high student achievement outcomes.

HMS offers a wide variety of sports, clubs, organizations, and options that will cultivate well-rounded students who are well prepared for the future. We encourage students to participate in these wonderful opportunities and we highly encourage families and community members to support our students as they embrace the activities that HMS affords them.

At Hilsman, our Panther team will work diligently to create and maintain a culture of student-centered excellence that is built upon collective input and shared leadership. I am proud to be the principal of Hilsman Middle School where our collective goal is to make HMS a world class school!

I look forward to meeting you and working with you because “Teamwork Makes The Dream Work!”

*Your Principal,
Cappy Douglass
douglassc@clarke.k12.ga.us*

Hilsman Middle School Faculty and Staff

Principal: Mrs. Cappy Douglass Email: douglassc@clarke.k12.ga.us Office Ext: 29200	Assistant Principal: Mr. Fabian Jones Email: jonesf@clarke.k12.ga.us Office Ext: 29202
Counselor: Ms. Joy Moore Email: moorej@clarke.k12.ga.us Office Ext: 21410	Counselor: Ms. Callie Harrison Email: harrisonc@clarke.k12.ga.us Office Ext: 21410
Administrative Clerk: Mrs. Tanya Dillard-Jernigan Email: dillardjernigan@clarke.k12.ga.us Office Ext: 29211	Family Engagement Specialist: Ms. Melissa Barnett Email: barnettm@clarke.k12.ga.us Office Ext: 29210
Athletic Director: Mr. Randall Watkins Email: watkinsr@clarke.k12.ga.us Office Ext: 29453	Nurse: Caity Kurish, RN Email: kurishc@clarke.k12.ga.us Office Ext: 20767
Registrar: Ms. Crystal Ross Email: rossc@clarke.k12.ga.us	Receptionist Ms. Melissa Barnett Email: Barnettm@clarke.k12.ga.us
Media Specialist: Leslie Gonzalez Email: gonzalezl@clarke.k12.ga.us Office Ext: 29280	Nutrition Manager: Vickie Milsap Email: milsapv@clarke.k12.ga.us
6th Grade Team: Mr. Randall Watkins Email: watkinsr@clarke.k12.ga.us Office Ext: 29453	7th Grade Team: Nick Hussain Email: Hussainn@clarke.k12.ga.us
8th Grade Team: Eric Blake Email: blakee@clarke.k12.ga.us	Connections Team Lead: Erin Seymore Email: seymoure@clarke.k12.ga.us
Special Education Team Lead: April Chester Email: chestera@clarke.k12.ga.us	

HILSMAN MIDDLE SCHOOL 2019-2020 STAFF	2019- 2020 Content
BROWN, CHANTAL	6 ELA
JONES, DOROTHY	6 ELA
RUCKER, VERN	6 ELA
SMITH, KYLE	6 MA
THOMPSON, NATASHA	6 MA
WATFORD, NOLAN	6 MA

HOLLAND, COREY	6 SC
TRUIT, JOSHUA	6 SC
ARCHER, MORGAN	6 SS
BARNETT, MILLER	6 SS
BRYANT, TAMMIE	7 ELA
SOLIS, KASSANDRA	7 ELA
WOOD, LAUREN	7 ELA
AQUI, MARK	7 MA
BENSON, LEVITA	7 MA
COOK, BARRY	7 MA
DALTON, MAXINE	7 SC
HUGHES, AUDREY	7 SC
HUSSAIN, NICHOLAS	7 SS (7th Grade Team Lead)
STEWART, STANLEY	7 SS
BLAIR, CINDY	8 ELA
BLAKE, ERIC	8 ELA (8th Grade Team Lead)
WINSTON, TANGERNIKA	8 ELA
MARTIN, MARK	8 MA
NAUGHTON, CONOR	8 MA
WARD, TONYA	8 MA
MOSLEY, DIARRA	8 SC
ZWALD, LARA	8 SC
BELL, NYLA	8 SS
HOLCOMB, BRANDIE	8 SS
HOLLIS, CYNTHIA	8 SS
PURCELL, ROBIN	AG
GARLAND, HEATHER	ART
CAMP, LORI	BAND
LINGERFELT, JOSHUA	BUSINESS ED
SEYMOUR, ERIN	FES
FLOYD, REBECCA	ORCHESTRA
KEMMERER, JESSE	PE
VARNADOE, PAUL	PE
SMITH, MARIA	SPANISH

WEST, DARREN	SPANISH
ALLEN, LINDA	SPED (ELA)
BOZARTH, BARRY	SPED (ELA)
HOLDEN, EDWINA	SPED (ELA)
HAWKINS, CAMERON	SPED (MATH)
OYEYEMI, OLABISI	SPED (MATH)
PRATT, JASON	SPED (MATH)
MYERS, KAREN	SPED (SC)
WATKINS, RANDALL	SPED (SC) (6th Grade Team Lead)
BRIGHT, ANGELA	SPED (SS)
ENGLESON, STEVEN	SPED (SS)
ATTEBERY, MORGAN	LID
DORSEY, RICHARD	LID
GAERTIG, BARBARA	LID
ZABETAKIS, ALEXIS	LID
ALEXANDER, LISA	PARA
BRINKLEY, KASEY	PARA
CULLIVER, DAN	PARA
KELLY, DORIS	PARA
LITTLE, MYRLRICKA	PARA
MADDOX, JAMEKA	PARA
OLIVER, TAWALLA	PARA
ROSARIO, FAYE	PARA
STEWART, OSCAR	PARA
TILLER, THELMA	PARA
TORRES, JAMIKA	PARA
WHITE, MARISSA	PARA
YOUNG, TEKESHA	PARA

2019-2020 Hilsman Master Bell/Class Schedule

Believe • Achieve • Succeed

6th Grade		7th Grade		8th Grade	
Periods/Lunch	Times	Periods/Lunch	Times	Periods/Lunch	Times
Homeroom	8:00 - 8:22	Homeroom	8:00 - 8:22	Homeroom	8:00 - 8:22
Period 1	8:25 - 9:20	Period 1 (Conn)	8:25 - 9:20	Period 1	8:25 - 9:20
Period 2 (Conn)	9:23 - 10:18	Period 2	9:23 - 10:18	Period 2	9:23 - 10:18
Period 3 - ELT	10:21 - 11:16	Period 3 - ELT	10:21 - 11:16	Period 3 - ELT	10:21 - 11:16
Lunch A	11:19 - 11:52	Period 4	11:19 - 12:14	Period 4 (Conn)	11:19 - 12:14
Period 4	11:55 - 12:50	Lunch B	12:17 - 12:50	Period 5	12:17 - 1:12
Period 5	12:53 - 1:48	Period 5 (Conn)	12:53 - 1:48	Lunch C	1:15 - 1:48
Period 6	1:51 - 2:46	Period 6	1:51 - 2:46	Period 6 (Conn)	1:51 - 2:46
Period 7 (Conn)	2:49 - 3:45	Period 7	2:49 - 3:45	Period 7	2:49 - 3:45

HILSMAN MIDDLE SCHOOL HOURS

DOORS OPEN	STAFF HOURS	BUILDING HOURS
7:45 a.m.	8:00 a.m. - 4:00 p.m.	7:45 a.m. - 4:30 p.m.

ACADEMIC HONESTY

The Clarke County School District promotes academic honesty and personal integrity among students and faculty. Academic honesty is defined broadly and simply - the performance of all academic work without plagiarizing any source of information appropriately authorized or attributed.

Forms of Academic Dishonesty

Academic Dishonesty is defined as any action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment. Academic Honesty may include:

1. Plagiarism: using someone else's work as one's own without proper documentation either intentionally or unintentionally
2. Collusion: copying work or allowing someone else to copy one's work
3. Duplication: turning in the same work for multiple assignments without the express permission of all instructors involved
4. Misconduct: refusing to follow directions in an assessment situation
5. Failure to report an observed instance of academic dishonesty

A Student Demonstrating Academic Honesty Will:

- complete his/her own work
- acknowledge help from parents, friends, and other students
- know what constitutes cheating and abide by the rules
- acknowledge and reference all information sources
- follow rules, directions, and policies when taking written exams
- report suspicions of academic dishonesty to appropriate school officials

A Student Demonstrating Academic Honesty Will Not:

- copy work from another student and represent it as his or her own
- complete work for another student
- use notes or reference materials during an assessment unless instructed to do so by the teacher
- support the efforts of another student engaging in academic dishonesty

Consequences for Failing to Maintain Academic Honesty

Students who are determined to have engaged in academic dishonesty will receive consequences based on the District Code of Student Conduct which can include, but are not limited to: verbal student conference, parent conference, loss of privileges, ISS, and OSS.

ACCREDITATION

The CCSD is fully accredited by AdvancED of the Southern Association of Colleges and Schools and the Georgia Department of Education.

AFTER SCHOOL PROGRAMS

The purpose of Hilsman Middle School's 21st Century Community Learning Center Program is to:

- To provide opportunities for academic enrichment and tutorial services to help students
- To offer students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program; and
- To offer families of 21st CCLC students opportunities for active and meaningful engagement in their children's education.

ATHLETICS

Middle school students are offered the opportunity to participate in a variety of interscholastic sports. The eligibility Policy for Sports and Other Interscholastic Activities applies to all students who participate in

competitive interscholastic activities. All students must pass an approved physical examination. Academic eligibility will be reviewed every nine weeks - students must maintain a passing grade in 6 out of 7 courses. In addition, the school may establish additional academic and behavioral criteria for participation in interscholastic activities. Students that are absent or suspended are not allowed to play in games on the day of their absence/suspension.

ATTENDANCE

Families and Schools need to work together for school success:

One of the most important ways you can help your child succeed in school is to make sure he or she attends school regularly, is on time every day and stays for the entire school day. Please contact the school and let us know if there are any problems that prevent your child from coming to school regularly. State and local laws require that Clarke County School District make you aware of the requirements for school attendance and the consequences for excessive absences.

Since regular school attendance is so important to school success, and since the penalties for absences are so serious it is vital that families and school work together to promote regular school attendance.

You can find the full Student Attendance Policy on the Board of Education online Policy Manual.

Georgia law, School Policy, and Athens-Clarke County Ordinances state these requirements:

- Students between the ages of 6 and 16 must be enrolled in a public or private school or in a home study program. Children enrolled in a Kindergarten program for more than twenty (20) days also fall under compulsory attendance rules.
- Students and their parents/guardians are responsible for attending school regularly and being on time for school.
- Parents/guardians must let the school know within five (5) days (in writing) the reason for the absence.
- Local ordinance states that students under 18 years of age cannot be in a public place without supervision by a parent or guardian between 8:30 am and 2:30 pm on school days.
- Elementary school students are counted absent if they arrive after or leave school before 11:00 am and middle and high school students are marked absent for the period if they arrive more than 15 minutes tardy.
- **The State of Georgia considers a student truant if they have 6 or more unexcused absences.**

Excused Absences – In accordance with the Georgia Department of Education Regulation 160-5-1- .10, the following shall constitute excused absences upon submission of appropriate documentation:

- a) Personal illness or when attendance in school endangers the student's health or the health of others
- b) Serious illness or death in the immediate family necessitating absence from school
- c) A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- d) Observation of religious holidays, necessitating absence from school
- e) Conditions rendering attendance impossible or hazardous to student health or safety
- f) Registering to vote or voting in a public election, which shall not exceed one day
- g) Student whose parent or legal guardian is in US military service or National Guard, and such parent or guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with parent/guardian prior to deployment or during leave.

- h) Students who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited for days missed from school for this purpose.

Students are responsible for providing written documentation from parents/guardians or proper authorities, stating the reason for their absence.

Extended Absences - If for any reason, a student must be absent for three days or longer, a parent/guardian is requested to notify the school of the cause of the absence and date of return. Teachers will be happy to provide work to take home – a 24 hour notice is requested.

Risks and penalties associated with excessive school absences:

Students with excessive absences are at risk in many ways. Students risk falling behind in their schoolwork, performing poorly on tests used to make promotion and retention decisions, and missing valuable opportunities to learn social and emotional skills that will help them succeed in life. In addition, students with excessive absences may be referred to the School Social Worker for assistance or may be referred to the Clarke County Attendance Panel and/or Juvenile Court. Georgia law states that parents/guardians of students who violate the Georgia Compulsory School Attendance law risk being fined (\$25- \$100), jailed for up to 30 days, and/or ordered to perform community service.

Early Checkout – If it is necessary for a student to leave school prior to dismissal time, a parent/guardian must come to school for check out.

Students may not be checked out between 3:00 p.m. - 3:30 p.m. as the school staff are busy preparing for a safe dismissal. Students cannot be removed from class until the security check out process is complete. Students will only be released to individuals designated on the student information form – photo ID is required to verify identification and permissions.

BACKPACK RULES

All students will be allowed to carry an average sized backpack to accommodate their personal learning device and other school supply items. For safety purposes, all backpacks should be stored in the appropriate locations in the classrooms or in student lockers. Additionally, students are allowed to carry PE clothes in a string bag.

Board Policy JCAB states: “To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles, and may seize any illegal or unauthorized, or materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.” Permission to carry a string bag or backpack be may rescinded if a student brings inappropriate items to school.

BULLYING

The Clarke County Board of Education prohibits bullying of a student by another student.

Definition of Bullying

As used in this Policy, the term “bullying” means:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - Causes another person substantial physical or visible bodily harm;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

Cyberbullying

A student shall not transmit any electronic communication that has the effect of bullying another student or member of the faculty or staff, including but not limited to sending emails or text messages or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyber bullying that occurs on campus and, if one of the following conditions is met, to cyber bullying that occurs off-campus: (1) the electronic communication causes, or reasonably threatens to cause, a material and substantial disruption to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct which is intended to promote or increase the circulation of the electronic communication within the school community.

Consequences

Students found to have engaged in an incident of bullying may be subject to disciplinary action under the Code of Student Conduct in combination with a variety of prevention and intervention strategies, including without limitation reassignment to another class, reassignment to another school, exclusion from participation in extracurricular activities, and mandatory participation in a school-based training\counseling. The School District is not required to provide transportation to a student who is reassigned to another school as a result of an incident of bullying. Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be expelled with the option of attending an alternative education program.

Notification of parents/guardians

Upon a finding by a school administrator that a student has committed an offense of bullying or is a victim of bullying the school administrator must notify the parent/guardian of the student by telephone or through written notice, which may be sent electronically.

Reporting of incidents

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal or designee.

Investigation

Any report of bullying will be appropriately investigated by school-level administrators to determine whether bullying has occurred. The specific timeframe for conducting an investigation and the nature of the investigation will depend on the complexity of the facts and circumstances and the severity and extent of the bullying. The investigation will also focus on whether bullying also constitutes discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation or disability status. Bullying which also constitutes discriminatory harassment will be addressed in accordance with Policy JAA (Equal Educational Opportunity).

Retaliation

Retaliation following a report of bullying is strictly prohibited. Anyone who participates in the investigation of an incident of bullying shall be protected from retaliation. An incident of retaliation may be reported in the same manner as an incident of bullying.

BUS RIDERS

Important Information for Students Who Ride School Buses:

- Be at your assigned stop 5 minutes ahead of time. Due to unforeseen circumstances, buses can arrive up to 5 minutes before or 5 minutes after a published stop time.
- Stand 12 feet off the roadway while waiting for your bus.
- Respect the property and personal rights of others while waiting at your stop and while riding the bus.
- Ride only the bus assigned to you. Exceptions will be made only in emergency and hardship cases. In these situations, a signed permission form from a parent must be presented, confirmed and approved by the principal or assistant principal before given to the bus driver.

- Board the bus quickly and safely when the bus arrives. REMEMBER: Blowing the HORN means DANGER!!
- Remain in your seat while the bus is in motion. Keep your arms and head inside and don't throw objects out of the windows or in the bus.
- Follow all rules established by the driver, including assigned seating if the driver requests it. Drivers are to be treated with courtesy and respect.
- Eating, drinking, and smoking are not permitted on the bus.
- Fighting, pushing, intimidating or annoying others will not be tolerated on the bus and could result in discipline.
- Talk quietly while riding the bus. Improper language, horseplay or misbehavior of any kind will not be tolerated.
- Any student who disrupts the normal operation of the bus or endangers the safety of others will face discipline.
- Remember, the school bus is an extension of the classroom, and good behavior is expected at all times. Transportation privileges will be withdrawn from students who break these rules.

Riding a school bus is a privilege and student conduct on school buses is a very serious matter. The Code of Student Conduct applies on school buses and at bus stops in the community. Consequences for misbehaving on the bus may be imposed per the Code of Student Conduct and the privilege of riding on the school bus may be revoked from students who do not obey bus conduct and safety rules.

BYSTANDER BATTERY

When a student encourages, promotes, urges, instigates or agitates another student or students to fight, the student will be charged with bystander battery. The principal may assign in-school or out-of-school suspension for this infraction. Students can also be suspended from riding the bus or removed from the bus permanently.

CELL PHONES/ELECTRONIC DEVICES

Students will keep cell phones and electronic devices out of sight and off AT ALL TIMES. If a phone/device is confiscated, parents/guardians will have to pick up the phone/device in the front office on Tuesday and Friday between 8:00 a.m.- 4:30 p.m.

CHANGE OF ADDRESS

If you move during the school year, you must report the change of address and phone number to the registrar's office within ten days. This is important in the event of an emergency that might arise during the hours of the school day.

CHANGES IN TRANSPORTATION

All changes in transportation (how a child is going to get home from school) must be made **in writing**. Parents/guardians must send a note to the teacher or office that includes the date, the child's name, how the child is going to get home, *if someone other than the parent/guardian* is picking up student and it must have the parent's/guardian's signature and phone number for verification.

If the change involves riding the bus, the change must be submitted in writing and approved by an administrator. Please do not call the school and ask that we change the way a child is going home.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is important that we have correct addresses and phone numbers, for both home and work. Should you move during the school year, or your phone numbers change, please notify your child's teacher and the office immediately.

CHILD ABUSE

The Clarke County Board of Education, in accordance with Georgia law, requires that all school employees and volunteers having reasonable cause to believe that a child under the age of eighteen has been abused

report such incidents immediately and in no case longer than 24 hours. Reports of suspected child abuse shall be made in compliance with Georgia law OCGA 19-7-5 and the Athens-Clarke County Child Abuse Protocol.

CODE OF STUDENT CONDUCT

The Clarke County School District’s Code of Student Conduct is sent home with each student at the beginning of the school year and is also available on the school district website. Parents should discuss this code with each of their children and return a signed confirmation that states they have reviewed this information with their child(ren). The signed form should be returned to the classroom teacher within the first two weeks of school. Failure to sign this document does not make the application of the Code of Student Conduct, in regards to your child, null and void.

The Code of Student Conduct also states our promise to go beyond what is required by law by emphasizing the importance of school culture and climate to student success through faithful use of the Positive Behavioral Interventions and Supports (PBIS) framework in each CCSD school and through the use of fair, consistent and progressive discipline when necessary.

This Handbook shall serve as official notification to parents/guardians and students of the expectations for student conduct while on campus or at school sponsored activities. Students are required to make-up and return all missing assignments. This code of conduct is deemed to be age-appropriate. Consequences for infractions are progressive and provide for parental involvement for behavior intervention. Students, parents/guardians and staff yearly review it.

Teachers are authorized to organize their classes within the guidelines set forth by the administration. Students are expected to follow the teachers’ instructions. Any disputes in reference to individual classroom procedures, guidelines or regulations will be settled in an appropriate manner by the administration. In the classroom, teachers have the responsibility to establish certain rules of conduct that they deem necessary in developing an atmosphere which is conducive to learning. It is the responsibility of each student to respect and comply with those rules as well as the general policies of the school. Conduct that interferes with a favorable school atmosphere will not be tolerated. Students are encouraged and expected to exhibit appropriate behavior and character and practice principles of good citizenship. Teachers and administrators will be using the Positive Behavior Intervention Support (PBIS) in conjunction with the Student Code of Conduct. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. We welcome this program as we work together to ensure our students are receiving the maximum amount of uninterrupted instructional time. The teacher is the first point of contact concerning classroom behavior. Parents are encouraged to “partner” with the teacher to maintain appropriate classroom behavior. In order to promote safety, order and discipline, the administration will impose the following consequences as a result of violations of the student code of conduct:

Tier I Offenses	Consequences
<ul style="list-style-type: none"> ● Disruptive Behavior ● Horseplay ● Use of cell phones or electronic devices without permission ● Failure to follow directions ● Inappropriate Graffiti/tagging/ vandalizing textbook ● Refusing to uphold PAWS expectations ● Other offenses determined by the administration in accordance with the level of these infractions 	1st: Verbal Warning 2nd: Silent Lunch/Off Team 3rd: Teacher Detention 4th: Administrator DT 5th: Saturday Detention 6th: Administrative Referral Parent contact will be made and documented after every infraction. Please note: Parent/Guardian is responsible for transportation when students are assigned after school and/or Saturday Detention

Tier II Offenses	Consequences
<ul style="list-style-type: none"> ● Repeated disruptive behavior ● Theft ● Rude and Disrespectful Behavior ● Blatant Disrespect ● Profanity (Directed or Otherwise) ● Graffiti/Tagging (Walls, devices, etc...) ● 4th infraction resulting in ISS will result in OSS\ ● Other offenses determined by the administration in accordance with the level of these infractions 	<p>Tier II offenses will warrant a counselor and/or administrator intervention.</p> <p>Parent contact will be made and documented after every infraction.</p>

Tier III Offenses	Consequences
<ul style="list-style-type: none"> ● Chronic Level II offenses ● Repeated disruptive behavior ● *Bullying/harassment/intimidation ● Assault/physical abuse ● Fighting/inciting to fight ● Documented Skipping ● Chronic office referrals ● Tobacco ● Defiance of authority ● Leaving campus without permission ● Extortion ● Drugs/Alcohol and related paraphernalia -possession, use, selling, distribution, under the influence ● Sexual battery/harassment ● Promiscuous acts ● Terroristic Threats ● Vandalism ● Theft ● Falsely reporting misconduct of an educator ● Actively pulling a fire alarm or any other safety device under false pretenses ● Possession and/or use of a weapon or dangerous object ● Other offenses determined by the administration in accordance with the level of these infractions 	<p>Tier III offenses will warrant a counselor and/or administrator intervention.</p> <p>District Hearing/Juvenile Complaint can be filed in accordance with CCSD District Policy and Georgia Law.</p> <p>Consequences</p> <p>*By law, any student guilty of bullying for the third time in a school year will be recommended for placement in the alternative school.</p> <p>Parent contact will be made and documented after every infraction</p>

Off campus behavior by any student which may result in that student being criminally charged with a felony and which makes that student's presence at school a potential danger or which may disrupt the educational process, may result in a prohibition of attendance for a period of time to be determined by the administration.

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

NOTE: Out of school suspension may be issued at the discretion of the administration for any offense. A complete copy of the Board Policy with definitions and legal references may be viewed at the board office.

DELIVERIES

To avoid classroom interruptions, deliveries of food, gifts, balloons and flowers for students are prohibited. If students forget items from home (i.e. books, athletic equipment, etc), parents should bring those materials to the main office, and office personnel will deliver the materials to the student. In addition, parents may not deliver lunch or other food items for students. Students should purchase lunch in the cafeteria or bring a lunch from home.

DRESS CODE PURPOSE: The purpose of the school uniform dress policy is to support an academically-focused school environment. By fostering school identity and belonging, our school and our students become more targeted on academics and less focused on student clothing disparities.

Additionally:

- student clothing costs are reduced and greater student program participation and academic excellence are fostered.
- School uniforms help erase economic differences among students and increase school pride as students view themselves as part of a team.
- School uniforms help students see schools as a setting for teaching and learning, help set a tone for serious study, and allow students to focus their attention on learning.
- School uniforms help parents by reducing the back to school clothing costs, and time spent daily on clothing decisions.
- School uniforms help increase school safety (e.g., flip flops often lead to children tripping)

Students are expected to be clean, neat, and appropriately dressed at all times. Students (and parents) are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines of this policy.

The student's clothing and appearance must not be a distraction, immodest, inflammatory, offensive, or pose a health, safety, or security hazard. Prohibited clothing and articles of clothing include, but are not limited to, those which contain any word, phrase, message, symbol, photo, reference, or anything else which:

- is offensive, lewd, profane or sexually suggestive;
- promotes or advertises use of drugs, alcohol, tobacco products, or any illegal substance;
- promotes or advertises participation in criminal street gang activity as defined by O.C.G.A.16-15-4;
- advocates or indicates discrimination on the basis of race, color, national origin, sex, age, marital status, religion, handicap, disability, or sexual orientation; or,
- promotes or advertises illegal conduct or any violation of Board Policy or the Code of Student Conduct.

POLICY: Student dress adheres to the following stipulations on all school days except when exceptions are announced by the principal. Exceptions may be granted for a variety of reasons, including but not limited to field days, Friday incentive times, certain field trips, etc.

Shirts: Plain black, white or gold/yellow collared shirt (no stripes). Shirts worn underneath must be white, black or gold. All button-front shirts must be buttoned to cover the chest. Boys must tuck in their shirts.

Pants: Khaki or black colored pants only. Styles can include dress pants, Capri's, cargo pants, or knee length shorts or skirts/skorts. Pants must be worn at the waist. Pants should not be excessively loose or tight. No jeans, jeggings, leggings*, sweatpants, athletic or pajama pants. *Leggings may be worn under skirts as long as they are black, white, gold or flesh colored.

Jackets: Jackets or sweaters can be worn over a collared shirt and must be white, gold, black or gray (no denim). All outerwear jackets must be stored in lockers during school hours. Sweatshirts in school colors only are permitted as long as they are worn over a collared shirt. Hoodies are not permitted in school, and if worn should be stored at the beginning of the school day with other outerwear in their lockers and/or book-bag.

Belts: Boys must wear belts.

Shoes: Shoes must be closed toed. No slippers, flip flops or slides permitted. Athletic shoes are required for P.E.

Headwear and Accessories: No bandanas, headscarves of any kind, skull caps, sweat bands, hoods or hats.

Accessories: No over-the-ear headphones are permitted. No headphones should be worn throughout the day unless permission has been given. Students are encouraged to bring an inexpensive pair of earbuds to be used during learning activities. No oversized earrings or rings, no long necklaces and no more than one bracelet on each arm.

- Special Occasions: The school principal may allow students to dress out of uniform for special occasions or to show their participation in school activities such as student performances, field trips, and field day. These occasions will be pre-announced and notices will be sent home to parents.
- Exceptions: The school principal can approve exceptions to the uniform dress for religious or health reasons. If students cannot wear a uniform because of religious or medical reasons, the parents/guardians may request an exemption from the mandatory school uniform policy. **A request for an exemption must be made within 10 operational days of enrollment.**
- School Uniform Enforcement Procedures
 - Step 1. Homeroom teacher sends a letter home to the parent/guardian from the school reminding them of the policy and offering support. Students will be provided with a uniform for the school day.
 - Step 2. A school staff member will contact the parent to offer support and solutions. Students will be provided with a uniform for the school day.
 - Step 3. A conference will be held with the parent and administrator to address the issue. Students will be provided with a uniform for the school day.

- Step 4. Failure to follow school and district policies will be addressed on a case by case basis in accordance with the CCSD Code of Student Conduct. Students will be provided with a uniform for the school day.

EMERGENCY DRILLS

Fire drills, first responder drills, lock down drills and severe weather/tornado drills are held regularly throughout the school year. Students should follow these basic rules:

- Walk
- Remain quiet
- Always follow teacher instructions
- Move quickly and quietly to the designated area.

ESOL (English for Speakers of Other Languages)

The ESOL program provides educational support both in language and academic content. The ESOL teacher and other staff provide services to English Language Learners (ELL). Classroom teachers, ESOL teacher and other support staff plan jointly to determine instructional modifications needed to make language and content as comprehensible as possible throughout the whole school day for EL. For more information contact your child's ESOL teacher.

EXAMS

Testing is an important part of the academic year. Clarke County middle schools administer Georgia Milestones End of Grade (EOG) and End of Course (EOC) tests, as well as unit, benchmark and diagnostic assessments throughout the year. Parents are asked to support and encourage students to do their best on all of these tests by getting a good night's sleep and having a healthy breakfast before testing.

GRADING SCALE

90 - 100.....	A
80 - 89.....	B
70 - 79.....	C
69 - Below.....	F
Incomplete.....	I

Progress reports and report cards are issued four times a year at the end of each respective grading period. A numerical grade is posted for each class in which the student is enrolled. Report cards will be distributed to parents during parent/teacher conferences or sent home with the student. The final report card will include the yearly average for each class and will be mailed home in early June.

FIELD TRIPS

Field trips are designed to give students "hands-on" experiences with the subjects they are studying. Permission forms are sent home for the parent's signature prior to each trip including walking field trips. All applicable district policies and regulations apply during field trips, to include the Student Code of Conduct. The principal or principal's designee has the right to deny a student participation in a field trip or excursion due to the student's behavior, absences, and/or achievement. Field trip fees may be charged to students, but shall cover costs only, and care shall be taken not to set fees which will exceed actual costs of trips or that would exclude eligible participants. No student will be denied participation because of economic limitations.

FOOD AND DRINK

With the exception of water, food and drink are not allowed in the classrooms. Food and drinks, including water, are NEVER allowed in the computer lab or Media Center. Outside food deliveries are not permitted.

FUNDRAISERS

All fundraising projects connected with school organizations, whether they take place on campus or off, including Crowdfunding efforts, must have sponsor and principal approval and must be approved, per Board Policies, prior to implementation. All money transactions must go through the school bookkeeper. Individual students are not allowed to sell items for personal profit.

GIFTED

Clarke County endorses the philosophy that education is a means by which every individual has the opportunity to reach his or her fullest potential. In accordance with this philosophy, Clarke County schools provide an educational program that recognizes and makes provisions for the individual needs of its students. To this end, in 1972, the Clarke County School District implemented an educational program designed specifically for gifted students. This program provides gifted students opportunities to find, use and grow in their unique abilities, talents, interests and deeds. The gifted program shares the vision of the Clarke County School District. It reinforces and is compatible with the total instructional program in every school.

Program Rationale

A gifted student is one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. Programs for gifted students assure that the education environment provides students the opportunity to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills and metacognitive skills beyond the experiences of the regular classroom. It is the responsibility of this school district to provide a differentiated curriculum, which fosters the development of exceptional abilities beyond the basic school program. Participation in a gifted program provides opportunities for challenge with a student's intellectual peers, the development of a healthy self-concept and the pursuit of academic excellence.

Program Goals

The goals of the Spectrum Program are congruent with the guidelines set forth by the Georgia State Department of Education.

1. To identify, at every level, in every school, those children who are gifted.
2. To provide an educational program which will enable gifted students to capitalize on their unique abilities, talents, interests and needs.
3. To provide academic enrichment and acceleration for gifted students.

HOMELESS EDUCATION PROGRAM

The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as “individuals who lack a fixed, regular, and adequate night-time residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis. For more information about the services and supports provided through the Homeless Education Program and for appropriate determination of eligibility, please call the Homeless Education Program Liaison at 706-546-7721 ext. 20750.

HOMEWORK

Policy IHB - Homeroom states, “The Board of Education recognizes the need and value of assigning purposeful and quality homework (work outside of the classroom).

Homework is only effective in improving student performance when assigned regularly, in reasonable amounts and with appropriate student feedback. In addition, homework provides opportunities for students and parents/guardians to engage in conversation to better support student learning.

The Superintendent is responsible for providing homework guidelines.”

Homework assignments are developed to deepen individual student understanding of the learning standards through independent and/or group activities. It is designed to reinforce the learning process begun in class through inquiry, research, and skill development.

More specifically homework assignments:

- A. Reinforce principles, skills, concepts, and information taught in the classroom.
- B. Create, stimulate, enrich, and extend interest on the part of the students.
- C. Stimulate creative, logical, and critical thought.
- D. Provide for open-ended assignments that encourage creativity and higher order thinking skills.
- E. Teach students self-discipline and self-motivation regarding their responsibilities and efforts required to complete assignments.
- F. Promote independent, in-depth study of the chosen topics.
- G. Provide opportunities for broad enrichment activities.
- H. Promote the use of time management and organizational skills.

Teachers use the following guiding principles in designing homework:

- A. Set clear and rigorous standards for the quality of work for all students.
- B. Create an effective system for communicating homework guidelines for parents in accordance with standards and procedures established by the school administration and faculty.
- C. Assess and provide timely and appropriate feedback to students regarding the completion of assignments and the mastery of standards.
- D. Coordinate projects so that all students have access to research and resource materials, including textbooks.
- E. Consider the time frame for assignments so that students do not receive excessive assignments.
- F. Assign homework in those areas which have been taught or are academically challenging and appropriate to the student’s level of competence and which promote the student’s intellectual growth.
- G. Design quality homework which is novel, varied, or authentic, and tied to mastery of student performance standards.
- H. Allow for varied learning styles by including choices in types of assignments (i.e. flexible assignments that allow several days to complete).
- I. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- J. Provide specific written explanation of long-term homework assignments so that the requirements, expectations and timelines are clearly understood by the students.
- K. Provide students the opportunity to ask questions to clarify homework assignments.
- L. Evaluate group projects based upon individual student participation and group process and allow time in class for individuals and groups to work on projects.

- M. Be sensitive to socio-cultural and societal differences when assigning and assessing homework (i.e. impact of religious holidays, field trips, family emergencies, State and Local Testing Dates, work schedules).

Student Guide for Effective Completion of Homework:

- A. Understand that homework is part of the course requirements.
- B. Make certain that homework assignments are understood before leaving class.
- C. Complete and submit homework assignments in a timely manner.
- D. Complete homework assignments conscientiously and in accordance with the teacher's directions.

Parents/Guardians should support students by:

- A. Providing time and a suitable environment for completing homework.
- B. Reminding them that homework is their responsibility.
- C. Guiding or seeking support with homework when unusual difficulties arise; but never do the homework for the student.
- D. Communicating with the teacher(s) regarding homework expectations and assignments.
- E. Having students' complete homework in a timely manner.

HOSPITAL HOMEBOUND SERVICES

Hospital-Homebound Services can be initiated for any student who is absent or expected to be absent for 10 or more days of school due to an injury or illness. Requests for HHB should be made through the School Counselor. Forms are required to be signed by the parent, the principal, and by the child's licensed physician/specialist who is treating the student rendering them unable to attend school. A medical release form is also required so that the district can communicate with the medical provider, if needed. If HHB is approved by the school and district, the student will be counted for full attendance for the days that the student must be gone from school. Full time HHB Services require 10 or more consecutive days of missed school and intermittent HHB services require 3 or more days of missed school. Students who are not in school due to an expulsion or suspension are not eligible to receive HHB services.

INCLEMENT WEATHER

In the event that schools are closed due to severe weather or other emergency situations, the school district will provide the information to local radio stations and area television stations.

Once these stations have been notified, some Atlanta radio and television stations are notified, at their request. We will also post school closing information on our website. In addition, notifications will be sent out via email to all CCSD employees, as well as all parents and community members signed up for a district listserv. To sign up, please visit <http://www.clarke.parentlink.net>.

Every effort will be made to relay school closing information to Athens radio stations by 6 a.m. the morning of the closing. Parents should make prior arrangements for someone to be at home when young children are dismissed for weather emergencies.

ILLNESS AT SCHOOL

All of our schools are staffed by either a full time or part time school nurse. The purpose of the school nurse is to help provide emergency care and general first aid to students, to create care plans for students with chronic and/or life-threatening medical issues, and to provide health education, immunization monitoring, medication administration and screenings. The school health program is not meant to replace the advice of your healthcare provider.

It is important that the office knows whom to contact in case of an illness or an emergency at school so please make certain your contact numbers are up to date. If a child has a chronic illness, such as asthma, or an allergy, this information should be given to the school nurse as soon as possible.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea
- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school.

For more information on common childhood illnesses and when to keep your child home, see information on the district website.

Please go to www.clake.k12.ga.us and click on:

- Departments and Services
- Support Services
- Nursing Services
- Should You Keep Your Child Home?

INFORMATION GUIDE FOR STUDENTS

IF YOU NEED:

GO TO:

Academic Advisement.....	Counselor
Advice About Your Schedule.....	Counselor/Registrar
Announcements over PA System.....	Administration
Approval for Activities.....	Principal
Athletic Information.....	Athletic Director
Attendance Information.....	Main Office
Audio-Visual Aids.....	Media Center
Band Information.....	Band Director
Bus Information.....	Main Office
Discipline Information.....	Administrator
Homebound Instruction.....	Counselor
Lockers.....	Homeroom Teacher
Lost and Found.....	Main Office
Lunch Information.....	Cafeteria/Lunchroom
Medical Attention/ Medicine Check-in/out.....	Clinic/Nurse
Personal Guidance.....	Counselor
Schedule Change/Problems.....	Counselor/Registrar
To Report Theft/Vandalism.....	Administrator/SRO
Transcripts.....	Registrar
Withdrawal/Enrollment.....	Registrar

IN-SCHOOL SUSPENSION

Students may be assigned to the In-School Suspension Program (ISS) for violations of the code of conduct. Students will be counted present and will be given credit for work successfully completed while in ISS. Compliance with all rules and regulations of the ISS program is expected for successful completion of the student's assigned time to ISS.

LEARNING TECHNOLOGIES

Classroom environments in the Clarke County School District are designed for students and teachers to access a multitude of resources centered around learning technologies for communication, presentation, research, practice and assessment. All students in grades 3-12 have a district-provided device they are able to use in and out of school. All classrooms in grades K-2 are equipped with digital devices at a minimum ratio of 1 device per 3 students. Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools.

Guidelines for Use

By a student taking home a Personal Learning Device (PLD), which remains the property of the Clarke County School District, the student agrees to the following:

- Follow the district's Acceptable Use Policy IFBG and the associated Regulation IFBG-R(1). Some of the guidelines for use include:
 - All use and access must be in accordance with school district policies and laws, including copyright laws.
 - Students shall not compromise for themselves or use another person's account or password.
 - Students shall not access or transmit material that is obscene, indecent or pornographic.
- Follow the district's Student Code of Conduct, which includes the following:
 - Cyberbullying. A student shall not transmit any electronic communication that has the effect of bullying, harassing, threatening or exposing another to humiliation or ridicule, including, but not limited to, sending email, text messaging, making web site postings – including on all social media.
 - Damage to or Destruction of School Property. A student shall not damage or deface, attempt to damage or deface or threaten to damage or deface school property or other property of another.
 - Theft of School Property. A student shall not steal or attempt to steal school property.
- Keep the PLD and all accessories in good condition.
- Know that all activity, including emails and files, are subject to review and the property of the Clarke County School District.
- Notify a staff member if coming across information, images or messages that are inappropriate, dangerous or threatening.

Damaged, Lost or Stolen Devices and/or Accessories

If a device is damaged, lost or stolen, a staff member should immediately be notified. In the event of an intentionally damaged device, the student/parent is responsible and a student/parent meeting will occur at the school prior to a new device being issued. General wear and tear is covered by the district's Technology Support Services Division at no charge. If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent on the next day the school is open for business. In the case of chronic damage, students may be provided with a loaner that they are not able to use outside of the school building.

Best Practices

Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools. Our learning technology classrooms are not about e-books and digital worksheets; that is not transformative. It's about Skype sessions with authors, writing code, collaborating, researching, creating presentations and much more. Teachers receive targeted professional development, and our infrastructure has been strengthened to support increased wireless activity.

So students can take full advantage of our innovative digital learning environments, here are the best practices to support engaging classrooms:

- The PLD is an educational tool and should be used as such.
- Devices should be fully charged each day when brought to school.
- Devices should not be left in vehicles.
- Personal markings, stickers, etc. should not be put on the devices or cases, as these are the property of the school district.
- Login information must be kept secure.
- Remember that all use on the device, including emails on any system, are monitored.
- Abide by all copyright regulations.
- Use the device to be innovative and creative!

LEAVING CAMPUS

After reporting to school each day, a student is not permitted to leave school without the permission of the principal. Only those adults who are noted on the student's parent/guardian approved pick-up list will be allowed to check a student out of school. ***Please make every attempt to schedule all non-emergency medical and dental appointments after school hours so as to minimize disruptions to the student's academic progress.***

LIST SERV

Signing up for listserv will allow you to receive emails from Clarke County School District and the student's school with important information. To sign up, please visit <http://www.clarke.parentlink.net>.

LOCKERS [for schools that have lockers only]

Hallway lockers have built-in locks and are provided for storage of books and personal belongings. Teachers will assign lockers and locker combinations to students and will arrange times for students to use lockers throughout the day.

PE lockers: Students are advised to bring their own combination lock for lockers used during PE classes. The following guidelines and rules apply to the use of all student lockers:

- Lockers and locker combinations may not be shared with another student.
- Lockers should be secured and locked at all times.
- No food should be stored overnight in a locker.
- Lockers are to be kept clean, neat and free from marks.

The school or school district is not responsible for items lost, damaged or stolen from lockers. Note: Lockers are subject to unannounced inspection by school personnel at any time. Using a lock is a privilege that can be revoked at any time by a teacher or an administrator.

LOST and FOUND

A Lost and Found area is maintained in the school office. Please see the main office

staff for assistance when articles of clothing and books are misplaced. *All unclaimed items are donated to a charitable organization at the end of each quarter.*

LSGT- LOCAL SCHOOL GOVERNANCE TEAMS

A local school governance team is a group of parents/guardians, educators and community members who work together to support student learning and well-being in their school. Their responsibilities include:

- Approve and monitor the school growth plan
- Participate in the principal hiring process by selecting finalists
- Provide input into key decisions including budget and personnel

In Clarke County, LSGTs also help design strategic initiatives tailored to the specific needs of their students, which are funded with charter system funding. These initiatives include:

- Summer and after-school enrichment programs
- Restorative justice and mindfulness programs to address students' behavioral and social-emotional needs
- High-quality professional learning for teachers
- Workshops to help parents support their students' academic success and healthy development

Who serves on an LSGT?

- Principal
- 3 parents/guardians (elected)
- 3 teachers/staff (elected)
- 3 community members (selected by LSGT)
- 1 student (middle and high schools, selected by LSGT)
- Up to 2 at-large members (selected by LSGT)

Members serve two-year terms except for students, who serve one-year terms. Members can serve two consecutive terms.

MAKE-UP WORK

Students who are absent from school shall be provided opportunities to make-up missed school-work by their teachers.

For middle (6-8) school students, the expectation is for students to take advantage of all opportunities to make-up missed school work.

MEDIA CENTER

The purpose of the school's Media Center is to support and enrich classroom curriculum, improve student achievement and literacy, and to collaborate with teachers in order to help students meet standards. Media Center hours are 8:00 am to 4:00 pm daily. Students are welcome anytime during the school day, but students need to have a hall pass once classes begin. The entire Hilsman community is very welcome and encouraged to check-out books for enjoyment and for instruction and to use our media center space. Faculty and staff are encouraged to check-out books for enjoyment and to support their classroom instruction and to use our media center space as an extended classroom. All are encouraged to help us build our collection through book suggestions and requests. Visit our school media webpage located at our Hilsman website to make an online book request or drop-in the media center to do so in person. Book check-out for personal use is three weeks and unlimited for instructional use. **We strongly encourage everyone to read every night.**

MEDICATION AT SCHOOL

It is always best to give medication at home whenever possible. Sometimes, a medication may need to be given to the student at school and the need for medications during the school day or school-

sponsored activities should not limit a student's access to educational opportunities. The School Nursing Division has a Medication Administration Policy to insure that medication is given safely at school. You must bring the proper forms filled out with parent and doctor signatures in order for a medicine to be given to your child at school. The medication must be in a bottle that is properly labeled with:

- Student's name
- Prescribing physician
- Correct dosage
- Pharmacy
- Expiration date

The protocols for the possession, storage, use, dispensation and administration of medications are put forth in Regulation JGCD-R.

Self-Administration of Medications

Subject to applicable rules and regulations, students are authorized to carry and self-administer approved emergency medications while at school, at a school sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property. Self-administration means a student's discretionary use of a prescribed medication.

Medications that may be self-administered by students include asthma medications, auto-injectable epinephrine (Epi-pen), insulin delivered through an insulin pump, and, as authorized by school personnel, other potentially life-saving emergency medications.

Before a student shall be allowed to possess or self-administer any emergency medications, the following conditions must be satisfied:

- (1) the parent/guardian must provide a written statement from the student's doctor which prescribes the medication for use by the student while at school or at a school-sponsored activity, includes medication administration details, and confirms that the student has been instructed in the correct and responsible use of the medication and is able to self-administer;
- (2) the parent/guardian must provide permission which authorizes school personnel to talk to the prescribing doctor if questions arise with regard to the medication;
- (3) the parent/guardian must sign a form releasing the school from liability in the event the student suffers an adverse reaction as a result of self-administering an emergency medication; and
- (4) the student must demonstrate, in the sole discretion of the school nurse, the skill and maturity level necessary to safely and responsibly use the medication and any device that is necessary to administer the medication.

The required statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.

Nothing in these rules shall limit the ability of school personnel to enforce rules and consequences for inappropriate behavior or Code of Student Conduct violations by the student in relation to the possession or self-administration of medication. Medications shared with classmates will be confiscated and the student's privilege of self-administration will be reevaluated and/or removed.

Students may not transport controlled substances to and from school. Parents must bring those medications to and from school.

Emergency Medications

Emergency medications are administered in potentially life-threatening situations, most commonly for severe allergic reactions, complications related to diabetes, or prolonged seizures. Emergency medications will not be administered without a signed authorization from the student's parent or guardian and a written order from a health care provider authorized to prescribe in the State of Georgia which provides, at a minimum, the name of the drug, the dose, and the diagnosis or reason the medication is needed; provided, however, school personnel may administer auto-injectable epinephrine, if available, to a student upon the occurrence of an actual or perceived anaphylactic reaction by the student, whether or not such student has a prescription for epinephrine. School personnel will be provided with information on how to recognize symptoms of anaphylactic shock and how to administer auto-injectable epinephrine (epi-pen).

The school district and its employees and agents shall incur no liability other than for willful or wanton misconduct for any injury to a student caused by administration of medication.

Prohibition on Mandatory Medication

The Clarke County School District shall not require students to obtain a prescription for medication or to take medication as a condition of attending school, receiving an evaluation or special education and related services. This policy does not prohibit consultation with parents and other parties regarding the academic or functional performance of students, including behavior or the need to request an evaluation due to such performance.

The school does not provide over-the-counter medication for fever, headaches, etc. Middle School and High School students are allowed to keep over the counter medications, or emergency medications (ie. epi-pens, inhalers) on their person or in their lockers if there is a Medication Permission Form on file in the clinic. Narcotic pain medications are not permitted on campus.

MESSAGES AND FLOWERS

Only in an extreme emergency can students be reached during school hours. Flowers or gifts will not be delivered to students during the day. There will be no glass vases or balloons allowed on buses for bus safety regulations.

MONEY AND OTHER VALUABLES

CCSD schools are not responsible for valuables and/or large sums of money brought to school. Except for what is necessary for school, students should leave money and other valuables at home.

NON-DISCRIMINATORY STATEMENT

No one in the Clarke County School District system will discriminate in relation to race, color, religion, national origin, political affiliation, age, disability or sex. This policy will prevail in all matters concerning employees, students, parents, the general citizenry, educational programs and services, and persons with whom the system does business.

PARENT CONFERENCE

Parent-Teacher conferences are held at the end of the first and third quarters. Please attend your child's conference. Conferences will be scheduled with ALL parents/guardians as they are an important part of a student's academic growth process.

Please note that at other times during the school year, meetings with teachers can be scheduled before school, after school, or during grade-level planning time, as teachers' schedules permit.

PARENT PORTAL

Parent Portal allows parents and/or guardians the ability to view their student's grades, attendance, test scores, etc. via an Internet enabled computer.

Student Portal enables students to access information regarding calendars, schedules, fees, grades, testing, attendance, assessment, performance data, and online resources.

Please go to www.clarke.k12.ga.us and click on:

- Departments and Services
- Human Resources and Information Services
- Information Services
- Parent and Student Portal

PARENT INVOLVEMENT

Parents are highly encouraged to take an active role in school. You can help make significant decisions regarding learning opportunities for your child and assist in providing many needed services for our students. Parent involvement can also be an important factor in a student's academic success. Parents are invited to volunteer in the following areas: athletics, arts, community events, gardening, media center, neighborhood meetings and PTA/PTSO. Parents interested in volunteering should contact the Family Engagement Specialist.

PARTNERS IN EDUCATION

Community involvement and support is crucial in the success of our school district. Business partner may either partner with the Clarke County School District as a district-level or school-level partner. We are grateful to organizations that wish to become involved and join us in "Investing in Our Children!"

The purpose of Community Partners in Education (CPIE) isto provide Positive experiences for students and/or faculty with the involvement of local businesses and non-profit organizations.

Partnership Criteria Projects/programs will meet one or more of the following criteria:

1. Improving academic performance
2. Expanding career opportunities
3. Enriching student experiences through cultural, extracurricular and other opportunities
4. Providing incentives for teachers and/or staff

If your business is interested in partnering, please go to the CCSD website to download the CPIE Booklet. Please go to www.clake.k12.ga.us and click on:

- Departments and Services
- Public Relations and Communications
- Community Partners in Education

PERSONAL PROPERTY

Students are responsible for their own personal property. Great care should be taken not to leave purses, watches, billfolds, phones, etc., in places where they may be taken. Thefts should be reported immediately to the teachers or administration. P.E. lockers should not be shared and combinations to school lockers should not be shared with anyone.

The school is not responsible for the replacement of personal items that are lost, damaged and/or stolen. There are legal limitations to the searches that administrators are able to conduct when looking for stolen property.

REPORTING PERIODS

Progress reports and report cards are issued four times a year at the end of each respective grading period. A numerical grade is posted for each class in which the student is enrolled. Report cards will be distributed to parents during parent/teacher conferences or sent home with the student. The final report card will include the yearly average for each class and will be mailed home in early June.

RESTRAINT COMPLIANCE NOTIFICATION

Social Circle City Schools complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. Clarke County School District maintains written policies and procedures governing the use of restraint.

SCHOOL ASSEMBLIES

All school assemblies and other sponsored activities are under the direct supervision of the teachers and administration. It is imperative that the conduct of students attending these activities be orderly and above reproach.

SCHOOL COUNSELOR

The CCSD school counselors are committed to removing any barrier to a student's academic and/or personal success by providing a wide array of services including individual counseling, group counseling, classroom guidance and career exploration. Throughout each day, they work with students and families as problems arise (problem with a friend, bullying issues, grief and loss of a loved one, etc.). In some situations, a school counselor may refer students and/or families to the appropriate agency in the area. Generally, the school counselors are seen by appointment, although they are always available for assistance and guidance in times of crisis.

The goal of the Counseling Department is to help each student experience a successful transition through middle school. This involves helping students address academic, career, and personal/social development and may include the active participation of family members, school personnel, and off-campus resources. There are six components to the operation of the Counseling Office. These components follow the guidelines set forth by the American School Counselor Association's National Standards for School Counseling Programs.

These components are as follows:

I. Counseling - The school counselors will offer both individual and group counseling services to students. Students may voluntarily request to see a school counselor or be referred by school personnel or a guardian. Appointments can be made with Hilsman school counselors by completing the School Counseling Referral Form on the Hilsman Start Page.

II. Consultation - The school counselors are available to meet with guardians, school or district personnel, or representatives of community agencies. The goal of all such consultations is to provide assistance to the participants as they work with students.

III. Coordination - The school counselors work with social workers, school psychologists, attendance specialists, school and district personnel, and community resources to facilitate student care and educational development. All referrals for school social workers, school psychologists, the Department of Family and Children's Services or any other community-based resources must be coordinated through the school counselor. In the absence of a school counselor, all such referrals will be presented to the school principal.

IV. Case Management - The school counselors will, with the assistance of school personnel, monitor the academic, career, and personal/social progress of students.

V. Guidance Activities - The school counselors may develop and/or coordinate and present orientation, career exploration, or other appropriate activities to students, school personnel, and/or families for the purpose of enhancing student development.

VI. Program Development, Delivery, and Evaluation - The school counselors may develop and/or modify programs to meet the identified needs of students based on evaluation and feedback from students, families, school personnel, or other professional educators. Hilsman school counselors are committed to removing barriers to student academic and/or personal success. We also collaborate with families, mental health agencies, and other community stakeholders to ensure students needs are met so that they have full access to their education.

If you do not wish to have your child see or speak with the school counselors at Hilsman, and would like to opt-out of all the counseling services we provide, please contact Autumn Joy Moore, School Counselor, at 706.548.7281 x21410 so that we can respect your wishes as parent(s)/guardian(s).

Please be advised that if you do choose to opt-out of counseling services, if certain situations occur, we are obligated to see your child. More specifically, if there is a suspicion of child abuse or neglect or if your child threatens to harm him/herself, then he/she will be referred to the counseling office.

If you have any questions/concerns, please contact me at the number listed above or via email at moorea@clarke.k12.ga.us. We hope that you will be open to our services and we look forward to the opportunity to work with you and your child this school year.

SCHOOL GROUNDS AND BUILDINGS

Students who deface, damage, or destroy school property will be responsible for the damage and may face school as well as criminal charges as a result of such behavior.

SCHOOL MEALS AND SNACKS

This institution is an equal opportunity provider.

The Clarke County School Nutrition Program prepares and serves breakfast and lunch daily. These meals are free to students enrolled in our schools. In order for the meal to be free, your student must select a fruit at breakfast and a fruit or vegetable at lunch to accompany their entrée choice. Our menus offer a wide selection, and to reduce food waste, please encourage your student to only choose items that they intend to eat. Breakfast and lunch menus are planned in accordance with USDA's meal patterns and nutrition standards.

Single purchases of menu items are possible, but students must have money on their account or cash on hand. Parents are always welcome to eat with us: breakfast is \$2.50, and lunch is \$3.75. Parents need to pay for their meals with cash. Checks are not accepted from visitors.

Classroom Activities, School Parties, and General Celebrations

Activities, parties, and celebrations that are centered on food should occur on a limited basis. School administrators shall determine ways to highlight seasonal events in a way that is age appropriate and provides equal opportunity for each student to be involved. When food and beverages are provided during these events, the use of healthy foods in appropriate portion sizes is encouraged.

Classroom teachers and/or school administrators will communicate to parents in advance when school sponsored celebrations with food are taking place and what is going to be served during the event.

SCHOOL PICTURES

Individual student photographs will be taken during the Fall and Spring. You will be notified of these dates. A class photograph will be taken in the Winter.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

The code of conduct shall apply to all children unless a child's individualized education program (IEP) specifically provides otherwise. The code of conduct is aligned with IDEA and the Georgia Discipline Rule for Students with Disabilities- Georgia Discipline Rule (160-4-7-.10).

Teachers are authorized to organize their classes within the guidelines set forth by the administration. Students are expected to follow the teachers' instructions. Any disputes in reference to individual classroom procedures, guidelines or regulations will be settled in an appropriate manner by the school administrators. In the classroom, teachers have the responsibility to establish certain rules of conduct that they deem necessary in developing an atmosphere which is conducive to learning. It is the responsibility of each student to respect and comply with those rules as well as the general policies of the school. Conduct that interferes with a favorable school atmosphere will not be tolerated. Students are encouraged and expected to exhibit appropriate behavior and character and practice principles of good citizenship. Teachers and administrators will be using the Positive Behavior Intervention Support (PBIS) in conjunction with the Student Code of Conduct. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents and increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. We welcome this program as we work together to ensure our students are receiving the maximum amount of uninterrupted instructional time. The teacher is the first point of contact concerning classroom behavior. Parents are encouraged to "partner" with the teacher to maintain appropriate classroom behavior. In order to promote safety, order and discipline, the administration will impose the following consequences as a result of violations of the student code of conduct:

BULLYING:

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP.

- Students must respect the property and personal space of peers and staff.
- Students are expected to be polite and respectful.
- Students will keep cell phone and electronic devices out of sight and OFF AT ALL TIMES during regular school hours from 8:00am-3:45pm
- Students must maintain a calm and school appropriate demeanor in the cafeteria so that all can enjoy their meal. This includes controlling the volume of voices.

- Students may not sell anything, including candy/ food, that is not part of an official fundraiser sponsored by the school.
- Students must transition quietly in the hallways to maintain an optimum teaching and learning environment.
- Students will not attempt to hand out non-school function invitations to other students. This includes, but is not limited to party invitations.
- Students will not share lockers.
- Students will not use rolling book bags unless deemed medically necessary.
- Students must adhere to our dress code guidelines.

Hilsman Middle School will follow a uniform and cumulative 6 Step- Classroom Management Plan, which will reset every 9 weeks, for MINOR OFFENSES. Parent/guardian will be contacted after every incident and documentation will be entered into Infinite Campus.

1. Warning
2. Off Team Isolation
3. * Teacher Detention 3:45 until 4:15PM
4. *Administrator Detention: 3:15 until 4:45PM
5. *Saturday Detention: 8:00 until 12:00PM
6. *Referral

*Severe behaviors may result in a referral that bypasses the 6 Step Plan.

*Parents are responsible for all transportation related to disciplinary consequences.

SCHOOL NURSES

The Clarke County School District employs a team of school nurses to assist with meeting the medical needs of our students. The goal is to increase student achievement by promoting and advocating for the health, wellness and safety of all students.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea
- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school.

SCHOOL PSYCHOLOGISTS

School psychologists are professionals trained in education, mental health, child development and learning theory. They work directly with students, teachers and parents. In Clarke County, the school psychology department provides services within a consultative framework. These services may include:

- Working as part of a Student Support Team
- Individual consultation with parents, teachers or community agencies

- Psychological evaluations
- Individual and group intervention
- Assisting with Functional Behavioral Analysis (FBA) and developing Behavior Intervention Plans
- Providing education and resources to staff and parents

Please contact your school or the Student Services Department to request the assistance of a school psychologist.

SEARCH AND SEIZURE

Students' cars brought on campus, book bags, school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors provided that prior notice is given to the Superintendent or designee.

School Property:

School lockers, desks, and other school property in Clarke County School District shall be subject to inspection by dog sniffing and/or school authorities at all times. The principal of each school or a designee shall take reasonable steps to ensure that students are advised (by the student handbook or by some other means) each year of this policy.

Student Searches:

Individual student searches shall be conducted by school officials without the aid of law enforcement officers except in unusual circumstances. No search shall be conducted of a student's person, whether by dog-sniffing or otherwise, except where based on reasonable grounds for suspecting that the search will turn up evidence that the particular student has violated, or is violating, either state/federal law, and/or a school rule. Such search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

"Prohibited Substance" defined:

A prohibited substance is any substance prohibited from school premises by state/federal law, and/or by school rules. Examples of prohibited substances include, but are not limited to: narcotics, alcoholic beverages and firearms.

"Reasonable Grounds" defined:

"Reasonable grounds" shall exist when:

1. A particular student is observed by school officials or employees to be in possession of any material or substance prohibited by state/federal law.
2. A particular student is observed to be acting in such a strange or unusual manner as to reasonably suggest to the official or employee the likelihood of such possession.
3. Reliable sources report to school officials any of the matters referred to above; or
4. Any other evidence exists providing a reasonable basis for suspecting that the student has violated or is violating either state/federal law, and/or school rules. JACAB Policy 3/13/97

SCHOOL SOCIAL WORKERS

Students, families, schools and communities are pressured by many serious problems which can impact school success. Clarke County School District social workers are available to assist students, families, teachers and administrators with a wide range of social, emotional, familial, economic and other problems that may affect the academic achievement, school attendance, or social adjustment of students. School social workers link the home, the school and community and expand helping efforts

through community collaboration. Assistance is available to any student needing help. Please contact your school or the Student Services Department to request the assistance of a school social worker.

SECTION 504- STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. Under Section 504, an eligible student is a student who has a physical or mental impairment that substantially limits a major life activity. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, please contact the CCSD Section 504 Coordinator at 706.546.7721.

SPECIAL EDUCATION

Clarke County's Special Education Department is committed to partnering with our parents and community agencies to ensure we intended to meet the needs of the students entrusted to our care. Clarke County School District is dedicated to providing eligible students between the ages of 3 and 21 special education and related services. CCSD partners with Northeast Georgia RESA to provide occupational and physical therapists along with professionals who serve students in our deaf and hard of hearing programs.

For more information, contact your school's Special Education Team Leader.

SPECIALS CLASSES

9-Week Rotation Exploratory Connections Classes:

AgriScience

Art

Business/Finance

FACS

Physical Education & Health

Read 180

Spanish

Year Long Connections Classes:

Band

Orchestra

Spanish (8th Grade)

STUDENT ACCIDENT INSURANCE

Accident insurance is available to students. The insurance covers students from the time they leave home in the morning until they return in the afternoon. Several options are available to parents for student coverage. Insurance forms are sent home during the first week of school.

Parents may purchase this insurance at any time during the school year.

Student athletes are required to have insurance before participating in school athletics. If a student is not covered by a policy purchased by the family, supplemental student insurance is available.

TEXTBOOKS

Students may be assigned textbooks at the beginning of the school year and are expected to return textbooks in good condition at the end of the year. Charges will be imposed for lost or damaged books up to the total cost of replacement of the books. (Note that all lost textbook fees/fines must be paid before a CCSD high school diploma can be awarded).

TRANSLATION AND INTERPRETATION SERVICES

The Clarke County School District believes that all families need access to district and school information. For specific information and assistance with school interpreter and translation needs, please contact your school administrator or the District Translator at (706) 546-7721 ext. 20728.

We encourage you to contact us when you have a question or need language assistance for understanding district and school information.

Interpreters are available for 92% of the languages spoken by our families that English is not their native language.

Translated district information and some school information is available in Spanish to meet the needs of 90% of our families for whom English is not their native language.

The Clarke County School District web site provides automatic translation into a variety of languages courtesy of Google Translate. The English language version is considered the most accurate. In the event of a discrepancy between the translation and the original English version of this web site or any notice or disclaimer, the original version will prevail.

Para información y asistencia específica con intérpretes escolares y necesidades de traducción, por favor contacte al director/a de su escuela o la Oficina de Relaciones Públicas del Distrito Escolar del Condado de Clarke al (706) 546-7721 ext. 20728.

En el Distrito Escolar del Condado de Clarke creemos que todas las familias necesitan tener acceso a la información de las escuelas y del distrito escolar. A continuación están enumerados los servicios de asistencia de idiomas disponibles y donde localizarlos.

Les exhortamos a comunicarse con nosotros si tienen preguntas o necesitan asistencia para entender la información de la escuela o del distrito escolar.

Hay disponibilidad de intérpretes para 92% de los idiomas hablados por nuestras familias cuya lengua natal no es inglés.

Están disponibles traducciones en español con información del distrito escolar y de algunas escuelas para satisfacer las necesidades de 90% de nuestras familias cuya lengua natal es otro idioma distinto del inglés

El sitio web del Distrito Escolar del Condado Clarke ofrece traducción automática a una variedad de idiomas a través de “Google Translate”. La versión en inglés se considera la más exacta. En caso de discrepancia entre la traducción y la versión original en inglés en el sitio “Google Translate”, ante cualquier aviso o inconformidad, prevalecerá la versión original.

VIDEO SURVEILLANCE

The CCSD utilizes video cameras, recorders, and screens campus-wide. This assists in the creation and maintenance of a safe environment conducive to intellectual and personal growth.

Confidentiality laws (FERPA) prohibit video tapes from being viewed by non-authorized personnel who are working with the student.

VISITORS TO SCHOOL

Parents and other visitors are an important part of the school community and Hilsman Middle School will always welcome parents and other visitors who come to the school for appropriate reasons.

At Hilsman, individuals are welcome to visit provided the principal or designee approves the purpose of the visit. However, upon entry into the school, all visitors must report to the front office.

To ensure the safety and confidentiality of students, schools should limit visitors to:

- Parents/guardians of current students
- Other family members of current students who are approved by the student's parent/guardian
- Mentors and outside service providers such as counselors who currently provide services to a student and are approved by the student's parent/guardian to visit at school
- Those persons invited by the school or district for official business which may include delegations participating in school visits or visits requested by groups or individuals with legitimate in the school.

Clarke County School District has adopted the following regulations governing visitors to School:

In view of the numerous visits to schools by parents, interested citizens, agents, inspectors, representatives and others and in order to guard against any unwarranted interference with the operation of the school or infringement upon the rights and safety of the pupils, each visitor is expected to comply with the following procedures:

1. **Each visitor shall report to the office upon arrival and be officially welcomed by the principal or designee. Visitation passes will be issued to each visitor.**
2. Parents and other community members are encouraged to visit schools and are welcome to visit during regular school hours. The visit, however, must not be detrimental to the school's instructional program. The principal or his/her designee shall have the discretion to determine if a visit interferes with the instructional program or school functioning and may ask the visitor to leave.
3. Parents/guardians may observe for *up to* one hour during a single classroom visitation provided that the visit does not cause a disruption, and these visits are not the time for parent-teacher conferences and the parent/guardian should not expect for the teacher to hold conferences with them during these times. **Such observations shall be *pre-arranged with the teacher and principal.***
4. Parents are encouraged to arrange conferences with individual teachers. These conferences may be held during the teacher's planning period or after school. Parents and teachers should work together to determine a convenient and appropriate time for such conferences.
5. All visitors are expected to state the purpose of their visit, prior to or upon arrival.
6. Principals are responsible for all visitors and shall use discretion in granting visitation rights during regular school hours, making visitors welcome without distracting from instructional time.
7. If visitors wish to tour facilities, the principal or designee shall accompany the visitor(s) and/or a "visitor pass" may be issued.
8. Requests for interviews with pupils or employees will normally be denied. In the event of approval for an interview with a student, the parent must be present for the interview or provide written consent.
9. Signs indicating system procedures for all visitors to schools are to be posted near the school building entrances and in conspicuous places in other parts of the building.

