

HUNTINGTON MIDDLE SCHOOL STUDENT HANDBOOK

HOME OF THE HAWKS

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Dear Students,

On behalf of the faculty and staff of HUNTINGTON MIDDLE SCHOOL, I would like to personally welcome you to the HUNTINGTON MIDDLE SCHOOL family. We truly believe that your time with us will be academically profitable and educationally rewarding.

Middle school is a time of many changes. The academic workload and social adjustments are much more demanding than those you may have experienced at the elementary school level. Each year will present new and exciting opportunities. Your success at HUNTINGTON MIDDLE SCHOOL will largely depend on your willingness to set high standards of conduct for yourself as well as for those around you. The teachers and staff at HUNTINGTON are available to help you be the best that you can be as we are committed to your academic success.

This handbook should serve as a valuable tool in your understanding of what is expected at HUNTINGTON MIDDLE SCHOOL. It outlines rules, requirements and procedures. You and your parents should read the handbook in its entirety and become familiar with its contents.

This will be our third year as HUNTINGTON MIDDLE SCHOOL. We are making history in this beautiful building. Remember this is your school – take pride in it! Have a fantastic year and welcome to the family.

Sincerely,

Dr. Gwendolyn Taylor
Principal
HUNTINGTON MIDDLE SCHOOL

WELCOME TO HUNTINGTON MIDDLE SCHOOL!

HUNTINGTON MIDDLE SCHOOL
206 Wellborn Road
Warner Robins, Georgia 31088
(478) 542-2240 Fax (478) 542-2247
HOME PAGE ADDRESS – <http://hms.hcbe.net>

SCHOOL COLORS: RED AND WHITE
SCHOOL MASCOT: HAWK

ADMINISTRATIVE STAFF

Dr. Gwendolyn Taylor, Principal
Dr. Brenda S. Lee, Assistant Principal
Mr. Steve Wroblewski, Asst. Principal of Instruction
Ms. Miranda Mercer, Counselor
Dr. Jenny Hattaway, Counselor
Mrs. Sheila Holloway, Media Specialist
Mr. Robert Beers, Athletic Director

OFFICE STAFF

Mrs. Tijawanda Lowder, Secretary
Mrs. Lynn Nelms, Bookkeeper
Mrs. Shirley Saltz, Health Tech
Ms. Sandra Howard, Records/ATS Clerk

SUPPORT STAFF

Mrs. Josephine Stubbs, Nutrition Manager
Mrs. Annie Thompson, Lead Custodian

FOREWORD

The student handbook is published each year for the purpose of serving as a student guide. It outlines the requirements, procedures, and expected conduct to be followed by the students while at Huntington. It is desired that the many topics and procedures outlined in this handbook will meet with the approval of parents and students. However, disagreement with a policy or

procedure will not be grounds for ignoring or failing to comply with this area of school life.

The faculty and administration at Huntington hope that the information in this handbook will answer questions as well as encourage the students to take responsibility for their academic success. Each student will be issued a copy of the handbook free of charge. Students should secure the handbook in their binders so that it is available for reference if needed. Additional copies will be available for \$1.00 from Mrs. Nelms.

The faculty and staff pledge to work in a cooperative effort for the success of all students. Please direct any questions or concerns to a teacher, counselor or administrator. The expectations for HMS students are that they have the best school year possible and meet all of their goals for success.

We look forward to working in a spirit of cooperation with all students and parents to challenge you and develop you to your full potential. We are here for you. Our expectation is for all students to have the best school year possible. We encourage all students to make good decisions. Life is all about the decisions that YOU make. Think about the following poem:

YOU

**You are the one who has to decide
Whether YOU do it or toss it aside.
You are the one to make up your mind
Whether YOU will lead or linger behind;
Whether YOU strive for the good that's afar
Or be content to stay where YOU are.
Take it or leave it,
There is something to do.
Just think it over,
It's all up to YOU.**

Author Unknown

HUNTINGTON MIDDLE SCHOOL MISSION STATEMENT

The mission of HUNTINGTON MIDDLE SCHOOL, in partnership with parents and community, is to maintain a safe, caring environment that develops intellectual, emotional, social, and physical growth to empower students to become lifelong learners and productive, responsible citizens.

Beliefs

1. Teachers, staff, administrators, and community members share in the responsibility of providing a supportive, cooperative, and open learning environment within our school.
2. Clear goals and high expectations for student for student achievement should guide the development of the curriculum and the design of challenging instructional strategies and learning activities.
3. The school climate must reflect a well maintained, well disciplined, and safe learning environment.
4. Each student is a valued individual with physical, social, emotional, and intellectual needs.
5. Students should have a clear understanding of and adhere to all rules, policies, and procedures.
6. Students learn best when they accept responsibility for their learning.
7. All students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
8. Education should provide an environment in which all students are given equal opportunity to learn.
9. Every child is worthy of respect, consideration, and our best professional guidance.
10. Students should be provided an opportunity to develop proficiency in academic, social, and technical skills in preparation for future educational experience.

THE HISTORY OF HUNTINGTON MIDDLE SCHOOL

HUNTINGTON MIDDLE SCHOOL opened its doors on August 5, 2005 to begin a successful year developing intellectual, emotional, social and physical growth to empower our students to become lifelong learners and productive, responsible citizens.

HUNTINGTON POLICIES AND PROCEDURES



HOMEROOM

All students are required to attend homeroom, which begins at 7:10 a.m. Students who arrive at school prior to 7:10 a.m. should report to the gymnasium. Students arriving in the gymnasium before 7:10 a.m. are required to either complete homework or read a book. **TALKING WILL BE PROHIBITED! STUDENTS MUST ADHERE TO THIS POLICY OR THEY CANNOT BE LEFT AT SCHOOL BEFORE 7:10 A.M.** Homeroom is a study period. Students are to either study or sit quietly. Students will not be allowed to leave homeroom without a hall pass from their homeroom teacher.



ATTENDANCE

To be eligible for promotion to the next grade, students in grades K – 8 are expected to achieve 95% attendance (absent no more than 9 days). Students who achieve 90 – 94% attendance (absent no more than 10 – 18 days) may be promoted at the discretion of the building principal.

When you are absent, you should bring a dated written absence note (within three (3) days) when you return to school from your parent or guardian that includes: the dates of absences, the reason, and their signature. You should present the note to your homeroom teacher. Absence notes have been provided for your use. Please see the absence notes in the back of this handbook.

According to Houston County Board of Education policy, three (3) unexcused tardies to school and/or unexcused early dismissals are counted as one (1) absence.

1. EARLY DISMISSALS

If at all possible, parents should schedule appointments after school hours.

Students must be picked up in the office, **and parents are required to show picture identification.** Parents must also sign the early dismissal sheet for safety reasons.

Students who leave school early should do the following:

- a. come to the office in the morning before homeroom;
- b. present their reason for early dismissal signed by parents;
- c. receive a slip from the office stating the time to be dismissed; and
- d. show the slip to the classroom teacher at the time of departure.

A student will not be called to the office until a parent/designee arrives to pick him or her up.

If a student returns the same day, he or she must come to the office to sign back in and get an admittance slip.

***Parents please note the following:**

The office staff makes afternoon announcements and calls students For messages at 2:35 p.m. each day. Please adhere to this time frame when leaving a message for your student. Since it is virtually impossible to identify who is calling and for the safety of our students, we do not change mode of transportation over the phone.

If you are picking up your child from school who usually rides a

bus, it needs to be done before 2:35 p.m. For safety reasons, we cannot allow students to be taken off the bus.

2. TARDIES TO SCHOOL (After 7:30 a.m.)

Students are to report to homeroom by 7:30 a.m.

If a student arrives after 7:40, they should report to the office.

Acceptable reasons for excusable tardies include: personal illness, family illness, death in the family, or certain religious activities.

Remember: HCBOE policy states that 3 unexcused tardies or early dismissals will equate to 1 absence from school.

Students should not arrive on campus before **6:55 a.m.** and should be picked up by **3:15 p.m.** unless participating in a school supervised activity approved by the principal.



ACCIDENTS

When a student is seriously injured or ill, parents will be notified immediately. Please send the office updated phone numbers and addresses if they change at anytime during the year. First aid will be administered, as much as possible, until parents arrive. In cases of extreme illness or injury, 911 will be called.



OFFICE SERVICES

The office is available for the following:

1. To request a conference with the Counselor, Assistant Principal, or

Principal;

2. To bring in or ask for lost articles;
3. To withdraw from school; and
4. To call home when ill



MEDICATION

All medications **must** be brought to the med tech office upon arrival at school. All medications will be administered in the med tech office. Nonprescription medication must be in the original container. **STUDENTS SHOULD NEVER ACCEPT MEDICINE FROM ANOTHER STUDENT.**



CONFERENCES

Parents may request a conference with the principal or assistant principal by calling 542-2240. If parents would like to meet with a teacher, they should call the counselors' office at **542-2240** to arrange an appointment. Please **do not** call teachers at home.



LUNCHROOM

BREAKFAST - Breakfast is served from 7:05 - 7:25. Students who wish to

eat breakfast should report to the lunchroom upon arrival at school.

LUNCH - Students are encouraged to pay by the month. A student who is absent does not lose any days on the monthly plan. Prepaid lunch money must be taken to the lunchroom before homeroom. This money cannot be accepted in the actual lunch line. Free and reduced lunch applications will be made available to every student. Forms will be in the office. A letter will notify parents if a student qualifies for free or reduced lunch.

Students are not allowed to charge meals in the cafeteria.

LUNCHROOM PROCEDURES

1. Walk in line to lunch and break as directed by your teacher. Do not drag behind to wait on friends.
2. After you receive your breakfast, lunch, or snack, you will sit at your assigned table and/or seat.
3. Do not save seats for others.
4. You are to talk **QUIETLY** to people around you. You will be asked to move if you become too loud.
5. You are to maintain a **CLEAN** eating area in the cafeteria. Cleanliness will be maintained when you:
 - a. Make sure you get everything you need the first time in line. Students will not be allowed to get up once they are seated.
 - b. Make sure all waste is in your tray and spills cleaned up **BEFORE** you leave.
 - c. Make sure the table is clean.
 - d. Walk in an orderly manner to turn your tray in.
 - e. If something falls off your tray enroute to the trash area, pick it up and throw it away.
 - f. Put your tray and silverware away properly.
 - g. Place all of your waste in the trashcans.
 - h. Line up to report back to class in an orderly manner.
6. You will be subject to disciplinary action for not following the above procedures in maintaining a safe, orderly, and clean cafeteria at lunch and break time.



DETENTION

Any administrator or faculty member may assign students detention. Twenty-four hours notice must be given to the student. There are two types of detention at HUNTINGTON :

1. **Teacher/Team detention** – assigned by a teacher and kept by the student’s team.
2. **Administrative detention** – assigned by Administrators only and held from 2:55 until 3:25, Monday – Thursday. Students must take homework or a book to read during detention.

Failure to attend either detention may result in suspension. Students absent or having early dismissal on their day of detention will be required to fulfill their obligation on the day they return.

Students missing detention will be required to provide a valid reason with confirmation by parents (a note giving reason and a phone number). Failure to stay will result in additional days and /or assignment to In-School Suspension (ISS) in accordance with the following guidelines:

- 1st day missed = 1 extra day of detention
- 2nd day missed = 2 extra days of detention
- 3rd day missed = possible suspension (ISS)

A student who is habitually tardy, is assigned repeatedly to detention, or consistently refuses to go to detention, may be assigned to In-School Suspension.

SUSPENSION CONFERENCE

In certain instances, the administration may feel that it is absolutely necessary that a conference be held between a parent and a school official. It may be possible to arrange for this conference within the time desired through conventional means. However, should the conference not be

arranged within the time desired, the principal may suspend the student from school until the conference is held or for maximum of ten (10) days.

During the time of suspension, the student will remain at home. The student may return to school after the conference is held or after ten days. At this time a decision will be made concerning the future status of the student concerning school attendance and his expected behavior. The student may or may not be subjected to further discipline after the conference or upon returning to school.

During the time the student is at home, each absence will be classified as unexcused. The student will not be allowed to make up missed work and will receive a grade of zero on all graded work missed during this time.



HOMEWORK

Learning is important and should continue after school hours. Homework will be assigned daily and should not be viewed as punishment but as a way of encouraging and extending learning. The following are several reasons for this homework:

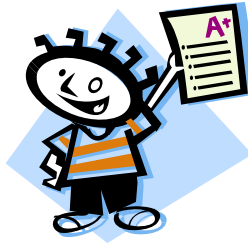
1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility.
5. To provide parents an opportunity to see what children are studying and how well they are doing.



TEST TAKING

1. Relax and forget other people.
2. Read the directions carefully and then follow them.
3. Read the whole test first to see what is asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for.
7. Check your paper for spelling and grammar before turning it in.

CHEATING IS NOT ACCEPTABLE AT HMS. TEACHERS WILL ISSUE A ZERO FOR ANY AND ALL WORK OBTAINED IN THIS MANNER.



GRADE REPORTING

Report cards will be issued to students every nine weeks and progress reports every 4½ weeks. **It is the responsibility of the student to show parents all grading reports issued by the school and to return signed documents the next school day.**



PARENT VOLUNTEERS

The administration and teaching staff encourage parents to become parent volunteers. Parent volunteers must complete a form authorizing a background check. This form is available upon request.



VISITOR'S POLICY

The staff of HMS welcomes parents to our school. We encourage you to learn about our school and what we teach so that you will realize the positive influence HUNTINGTON MIDDLE SCHOOL has on your children, the leaders of tomorrow.

Since we wish to neither jeopardize the safety of any student nor to make you feel unwelcome at HMS, we recommend that you follow these guidelines in observing class:

1. To avoid confusion, please pre-arrange your visit with the office staff (542-2240).
2. All visitors should report to the office upon entering the building to sign in and receive a visitor's badge.
3. To minimize interruptions to the educational process, a staff member will escort visitors to their child's classroom at the beginning of a class period.
4. Classroom observations cannot be viewed as times for discussing a student's progress. We encourage parents to arrange such conferences with individual teachers for another time.
5. We welcome parents to dine with their students in the area reserved for parental/student dining; however, it should be limited to once a week.



PHYSICAL EDUCATION

All students are required to take physical education a minimum of two nine weeks during the school year (the only exception is band students). Students are to dress out for class every day. Solid red, white, black, or gray T-shirts and athletic shorts are required dress. During cold weather, sweat suits of the same colors may be worn. Athletic shoes and socks are also required. Sweat suits are only allowed in P.E.

Students are expected to participate every day, however, they may be excused from participation due to illness or injury with a note signed by a parent or guardian (sore muscles may result from exercise but should not prohibit participation). If a student needs to be excused from participation for an extended period of time (more than two days) a note from a physician will be required.



FLORAL AND BALLOON DELIVERIES

The school will not accept these types of deliveries at school. They are a disruption in classes, in the hall, and on the buses.



ITEMS BROUGHT TO THE SCHOOL AFTER STUDENTS ARRIVE

During the 2009-2010 school-year, there were well over 1,500 “forgotten” items brought to the office by parents to give to their students. All of these items could have been brought to the school by the students eliminating the need for classroom disruption caused by calling a student to the office for these items. Please encourage your students to check over the items they need to bring to school each day before they leave home. Over 1,500

classroom interruptions in one year are far too many. Parental cooperation in this matter is greatly appreciated.



BUS TRANSPORTATION

Students are expected to cooperate and use common sense while riding the bus. The bus driver is in charge at all times. Students are to follow the rules and listen to instructions given to them. Please read the information on Bus Conduct in the HCBOE pages.

You are expected to ride the bus to which you have been assigned and get off at your assigned bus stop. You will not be allowed to ride another bus home except in serious, family emergencies in which case, a note will be required that will be verified by the office with the parent. The note should be presented to office personnel before homeroom for approval and it must include your name, the different bus number, parent signature and a phone number for parental contact. Notes will not be approved on the bus ramp.



ALL EXTRA-CURRICULAR ACTIVITIES

A student must be passing all academic subjects and connections in order to attend any extra-curricular activity for the grading period in which the activity is scheduled. This includes: dances, assemblies, field trips, etc.



AFTER SCHOOL ACTIVITIES

A number of after school activities will be planned for the enjoyment and social development of students. It is felt that these activities constitute an

integral part of the total development of young people. These activities include club and class projects, social events, athletic events and other school related functions. **All school rules apply to school activities after regular school hours.** Guests from other schools must also abide by HUNTINGTON rules.

Attendance at an after school activity should be for the enjoyment of the activity. Students attending events must remain in their seats unless visiting the restroom or concession. If the event has an admission fee and the student leaves, they will be required to pay in order to return the event. Students will be required to leave without refund if their actions indicate a violation of school or county policies.

In addition, all students **MUST** be picked up within **30** minutes of scheduled end time. Students not picked up will receive a warning for first offense. Any future violations will result in students being banned from extra-curricular events for the remainder of the school year.

SCHOOL DANCE RULES AND REGULATIONS

- **Dances will be held from 6:00 p.m. until 8:30 p.m.**
- School/county dress codes apply
- All students who leave early must sign out before leaving
- Only HMS students are allowed-**NO EXCEPTIONS!**
- Students who have been assigned or have attended ISS for the 9-week period may not attend
- Students are not allowed to go outside or to roam the building.
- Parents are invited to stay and help monitor their students
- Vulgar dancing and music are not allowed.
- Police supervision may be provided to help ensure your child's safety

PARENTS: PLEASE BE PROMPT AND PRUDENT IN PICKING UP YOUR CHILDREN FROM EXTRA-CURRICULAR ACTIVITIES. SINCE THE ADMINISTRATION WILL NOT LEAVE YOUR CHILD UNSUPERVISED, YOUR ASSISTANCE IN THIS MATTER WILL BE APPRECIATED.

NOTE: STUDENTS NOT PICKED UP PROMPTLY AND/OR MISBEHAVE WILL NOT BE ALLOWED TO ATTEND THE NEXT EXTRA-CURRICULAR ACTIVITY.

HELPFUL HINTS

- Develop an interest in the course being taken; seek to learn; take pride in your work; the student is the one who will profit.
- Set up a regular time and place to study. Be sure there is adequate light and no distractions.
- Budget time into short periods of deep concentration on each subject.
- Study daily. Always do the homework assigned. Hand in assignments on time. Understand the assignment completely. Ask questions. Seek help after school if necessary.
- Take good notes. Review the material covered. Do practice tests.
- Learn to study in groups as well as alone.
- Treat the brain and body with great care. Eat well, exercise, and get plenty of sleep.



LOST AND FOUND

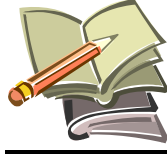
The lost and found is located in the Main Office. Students can visit the lost and found during homeroom or at other times with teacher permission. If you find something, we expect you to give it to the teacher or turn it into the office. If you lose something, we encourage you to ask whether or not it has been turned in.



IMPORTANT THINGS TO REMEMBER

1. Bullying and taunting will not be tolerated under any circumstances. Be respectful to others at all times.
2. *Do not bring large amounts of money or any valuables to school. Cameras, cell phones, pagers, CD/tape players, I-pods, Hand-held games or any other electronic devices are not allowed.*
3. Mark all your possessions with your name using a permanent marker.
4. When reporting a lost item, write down a description of the article, some clue as to where it was lost, and your name and homeroom number and take this information to the office.
5. Never tell your locker combination to anyone. Never leave your combination on last number. Keep your locker locked and clean.
REMEMBER: YOU ARE ACCOUNTABLE FOR EVERYTHING IN YOUR LOCKER!
6. Keep your valuables, including books, in your locker when not using them. Keep your locker locked.
7. Never carry items of value to the P.E. dressing rooms (**examples include money, jewelry, calculators, etc.**).
8. Absolutely no graffiti or drawing will be allowed on bookbags, notebooks or your body. It is recommended, however, that students put their name on their personal items.
9. **No chewing gum** is allowed at school anytime.
11. School supplies can be purchased in the Media Center before homeroom.

12. A student's book bag must be placed in the locker upon arrival at school. It is not to be taken out until the end of the day. It must be small enough to fit in the locker and there should be no writing on the book bag except the student's name. Book bags are not allowed at school the last three days of the school year.



PROCEDURES

Procedures are necessary to maintain a safe and orderly learning environment.

Procedure Before Homeroom:

1. Go directly to the gymnasium upon arriving at school; bus riders report to the cafeteria.
2. When you are dismissed, go to breakfast and then to your homeroom.
3. If you arrive after lunchroom dismissal, go to your locker and then your homeroom.
4. After you get to school, **YOU MAY NOT LEAVE THE CAMPUS!**
5. When you leave campus at the end of school, you should not return without reporting to the office.
6. Students must have permission to visit the library in the morning.
7. Bicycle riders should not linger at the bike rack. Lock your bike and enter the building.
8. Loitering on street corners adjacent to campus before and after school is prohibited.
9. You must have a written pass from your teacher to be in the hallways before others are dismissed from the lunchroom.

10. Loitering around the gym before and after school is strictly prohibited.

Procedure when changing classes:

1. Walk--don't run.
2. Keep voices at a normal tone.
3. Walk on right side of hall.
4. Do not gather in groups to carry on a conversation.
5. Line up against the wall at the water fountain.
6. Use the water fountain or restroom nearest your class.
7. Do not prop your feet on walls.
8. Do not push or shove others.
9. Do not linger outside a classroom, go in and take a seat.
10. Students in P.E. classes will remain in P.E. until they are dismissed
11. Horseplay in classrooms and hallways will not be tolerated.
12. Loitering in restrooms will not be allowed.



Procedures for School Dismissal

School dismissal is not a time for socialization. The campus should be cleared as soon as possible. **ALL STUDENTS WHO WALK HOME SHOULD BE OFF CAMPUS BY 3:00 P.M. EACH DAY AND ALL STUDENTS WHO ARE CAR RIDERS SHOULD BE OFF CAMPUS BY 3:15 P.M., UNLESS THE STUDENT IS PARTICIPATING IN AN AFTER-SCHOOL ACTIVITY WITH PRIOR PERMISSION.** When you are dismissed, proceed quickly to your bus, ride pick-up or walk home.

If you are participating in a school – sponsored after- school activity you should go to your locker and then directly to that activity.



MEDIA CENTER

The Media Center is open everyday of the school year from 7:10 A.M. until 3:25 P.M. The general collection of books may be checked out for a period of two weeks. Reference books, magazines, and reserve books may be checked-out after 2:15 P.M. and must be returned the following morning before homeroom. Students are charged fines for overdue library books. The fines for the general collection are \$.10 per day. Fines for reference books, magazines, and reserve books are \$.25 per day. Fines for overdue books do not exceed \$5.00. When a book is lost, the student must pay for the book. The replacement cost of the book is charged. When a book is found, the student will receive a refund of the cost, less \$2.50 (for any overdue fines and processing of lost book). Refunds are made during the school year in which the book is lost. Fines and overdue notices are given to students by homeroom teachers on a regular basis. The student and/or parent are responsible for settling these financial obligations.

DRESS CODE

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in them and in their schoolwork. HUNTINGTON MIDDLE SCHOOL will adhere to the Houston County 6-12 dress code policy (see county pages).

When the dress code is broken, parents may be contacted to bring in a change of clothes. Students who cannot get a change of clothing will be assigned ISS for the remainder of the school day. Disciplinary consequences including detention or suspension may be assigned for repeated violations of the dress code.

Students may not dress in a color or style that associates them with an identified gang or group that could intimidate or make other students uncomfortable. This includes dressing in all black “gothic” dress, and colors known to be associated with gangs. Students cannot wear pants tucked in their socks or shoes, or with a band placed around the bottom of the pants.

The Administration reserves the right to require students to wear a belt in their clothing if their clothing is oversized. Therefore, belts **must** be worn with all clothing with belt loops. No one piece Dickie Jump suits may be worn by male or female students. No oversized belt buckles (2-inch maximum size) may be worn by students. Girls are not allowed to wear skin tight skinny Jeans to school .Boys-must wear a belt at all times while in school. All Jackets are to be worn the proper and correct way during school hours.

Pants cannot be tucked into shoes or socks and bands cannot be placed on pants legs.



TEXTBOOK RESPONSIBILITY

Textbooks are costly. You are financially responsible for your books whether lost or damaged. Disciplinary consequences may be assigned for books left lying in the halls or around campus.



MONIES

COLLECTION OF FEES

HUNTINGTON will not collect fees from any student unless the student and/or parents are provided with a letter stating what the money is used for; that the contribution is purely voluntary; and that no student will be denied or penalized for failure to contribute.

CHECK POLICY

At this time, it is the policy of HMS to accept checks for any school fees or funds raising items purchased. However, it is the responsibility of each parent/guardian to ensure that sufficient funds are available to cover any checks written. All checks returned by the bank for “Insufficient Funds” are to be taken care of *within one week* after contact is made by the bookkeeper of HUNTINGTON MIDDLE SCHOOL. If this is not done, an additional “Returned Check Fee” or \$20.00 **will be charged**. Only cash or a money order will be accepted to clear this check at HMS. If an individual has two “insufficient funds” checks returned in the same year, **ONLY** cash/money orders will be accepted on any purchases or fees for the remainder of the school year. This includes lunch fees, library fees, PE uniform fees, and fund raising purchases. Please contact the bookkeeper as soon as a problem arises to avoid future complications



GENERAL REGULATIONS

1. All students are expected to abide by policies as described in the Middle School Handbook section of the HUNTINGTON Student Handbook.
2. School telephones are for emergency use only. If a student becomes ill, they should ask for teacher permission to report to the office to phone their parent or guardian.
3. HUNTINGTON students are not to be on any school campus without permission from that school’s administration.
4. Chewing gum is not allowed. Students should not have excessive

amounts of candy in their possession.

5. Soft drinks may not be brought to school unless they are in the original container such as a bottle or can.
6. Pouches or any other type storage items may not be worn on the waist.
7. Attendance - All make - up work as a result of an excused absence must be completed according to the following schedule:

<u>Student Misses</u>	<u>Days to Make Up Work</u>
1 day	2 days
2 days	3 days
3 days	4 days
4 or more days	5 days

8. Attendance - Excessive absences will be reported to the school social worker.
9. Early dismissal - Students may leave school early with a parent/guardian or only those persons listed on the student information card.
10. When computing averages for awards, the highest numerical grade to be used is 100.
11. Prohibited items - No items, such as walk-mans, tape players, beepers, trading cards and electronic games can be brought to school. A student will receive a minimum of 3 days of In-School Suspension for electronic devices and/or CELL PHONES.
12. Selling at school - No items may be sold at school without the permission of the principal or her designee.
13. Student offenses and discipline procedures:
 - Toy replicas of guns, knives, and other weapons are prohibited on campus.

Principal discretion

 - Bringing unknown substances on campus and passing them off as drugs are prohibited.

Principal discretion

- Gambling, playing cards, tossing coins, etc. are prohibited.

Principal discretion

14. ISS - Students assigned ISS cannot attend extra curricular activities at any school in the county. This includes McConnell-Talbert Stadium.
15. HUNTINGTON Administrative staff has the authority to remove students from any extra-curricular activity when deemed necessary.
16. Students are not permitted to leave campus for lunch, or receive fast food lunches at school.
17. It is the responsibility of each student to acquire a note to be in the halls during class time for any reason. No note will result in disciplinary action.
18. Only HUNTINGTON MIDDLE SCHOOL students are allowed to attend dances.
19. Disciplinary action will be taken when a student is tardy to class.
20. Adults may be asked for I.D. to take a student off campus.
21. Progress reports dates are decided by the Houston County School Board.
22. Students scheduled for In-School Suspension will not be allowed to participate on any field trip that is scheduled during that nine-week grading period.

The principals and faculty reserve the right to reprimand students when guidelines, rules, and regulations are not followed. Students are expected to ask about any questionable aspect of school interaction before becoming involved. Principals are given wide latitude of discretion in the determination of whether behavior is acceptable or not.

HUNTINGTON's Strike Free Discipline Program

Mission Statement

The HUNTINGTON MIDDLE SCHOOL discipline program is designed to enhance learning and promote safety. Our expectations for students include those attributes exhibited through good citizenship, academic excellence, and pride for themselves. High expectations for teachers, administrators, and staff provide consistency, fairness, and encouragement. Our common goal is to promote responsible, productive, and informed citizens.

Level I Rules

No materials (pencils, paper, textbooks, materials necessary for classroom Success)

Tardy to class

Signed Documents (after 2 days)

Dress Code (change required)

Gum/Candy/Eating

Minor classroom offense

Talking

Level I Consequences

1st offense 3 days break detention

2nd offense 5 days break detention

3rd offense 7 days break detention & student conference

4th offense goes to Level II

Level II Rules

Disrespect, discourteous to another student

Class disturbance

Property abuse

Hall/restroom/ break infraction

Unauthorized location

Field Trip misbehavior

Fourth offense from Level I

Level II Consequences

1st Offense	3 days after school detention
2nd Offense	5 days after school detention and parent conference
3rd Offense	7 days after school detention and parent conference
4 th Offense	Goes to Level III (office)

Level III Rules

Fighting
 Vulgarity/Profanity
 Threats to Students/Teachers
 Disrespect to/Defiance of Teachers/Staff
 Infraction of Board/School Policy
 Skipping class
 Forgery
 Third missed day of detention

Level III Consequences

Goes to office - students may be assigned In-school suspension (ISS) or administrative detention.

In-School Suspension

- In – School Suspension is held only during the normal school day.
- The minimum assignment to ISS is 3 days.
- All student assigned to ISS during a 9-week period will be ineligible to participate in any field trip scheduled by their respective grade level.
- Students may not attend any school dances during the assigned 9-week period.
- Students may not attend any school activity while assigned to ISS (ball games, etc.).
- Students in ISS must still attend after-school detention.

Striking Out

If a student strikes out in a 9-week period, he/she will not be eligible for any rewards that are given to the students for good behavior.

Special Considerations

1. Students who misbehave on a field trip must have a parent/guardian accompany them on successive field trips for the remainder of the year.
2. Students are responsible for returning discipline forms signed by parents.
3. Students must stay for detention the next eligible school day after receiving the discipline form.
4. If student fails to attend detention, an extra day will be added to his/her detention. If student skips a second day of detention two extra days will be assigned. The third skipped day of detention, he/she will be written up and sent to the office.
5. Students must complete all of their detention assignments even if their slate is clean at the beginning of a new 9 weeks.
6. Student strike records will start over at the beginning of a new 9 weeks; however; office discipline records are cumulative.
7. Each student will receive a copy of the handbook upon his/her entry of HUNTINGTON MIDDLE SCHOOL.

HUNTINGTON MIDDLE SCHOOL CLUBS

Name of Club: Helping Hawks

Faculty Sponsor/Contact: Mrs. Holloway

Membership Requirement: Must be present at school by 7:00 one morning each week. Must be nominated by teacher

Financial Obligations/Dues: none

Mission/Purpose: Students will assist media specialist with duties pertaining to opening library each morning.

Planned Activities: Tasks may include turning on computers, shelving books, organizing, delivering items to teachers, and stamping books.

Name of Club: SWAT Team (Students Working & Assisting with Technology)

Faculty Sponsor/Contact: Mrs. Holloway

Membership Requirement: Must be nominated by teacher and approved by media specialist; passing all classes, quick to learn technology, and willing to teach others

Financial Obligations/Dues: none

Mission/Purpose: Students will meet periodically to learn various technology skills that they can help teachers and other students with in the classroom pertaining to instruction.

Planned Activities: Tasks may include connecting hardware, using software, and troubleshooting computer problems.

Name of Club: Café Book Club

Faculty Sponsor/Contact: Mrs. Holloway

Membership Requirement: Students' names are drawn at random, but all participants must be passing academic classes.

Financial Obligations/Dues: none

Mission/Purpose: Students meet once a month to discuss a book and to participate in activities that pertain to that book.

Planned Activities: Students eat lunch in the library and have dessert provided. Activities may include scavenger hunts, debates, Internet research, and art projects.

Name of Club/Organization: Prayer Club

Faculty Sponsor/Contact: Ms. Love/ Ms. Slavik

Membership Requirement: Attendance

Financial Obligations/Dues: None

Mission/Purpose: Encourage students to be an example in their words, conversation, love, spirit, faith and purity according to I Timothy 4:12 through devotions, prayers, and Bible studies.

Planned Activities: Meeting every Wed. Morning 7:10-7:30, National Day of Prayer, See You at the Pole

Name of Club/Organization: FBLA (Future Business Leaders of America)

Faculty Sponsor/Contact: Ms. Love

Membership Requirement: Attendance, participation in community service projects, maintaining grades and behavior.

Financial Obligations/Dues: \$10.00 (This includes the national, state, and local dues)

Mission/Purpose: Help prepare students for life in the business world.

Planned Activities: Monthly meetings with community business leaders, special called meetings, Pop Top collection for the Ronald McDonald House.

Name of Club/Organization: Quiz Bowl

Faculty Sponsor/Contact: Mrs. Monday

Membership Requirement: Qualify to compete.

Financial Obligations/Dues: None

Mission/Purpose: To provide students the opportunity to gain and share knowledge in all academic areas, to produce a love for learning, to gain knowledge in all academic areas, to share knowledge with others; to work as a team in accomplishing goals

Planned Activities: Practice two mornings a week from 7:00-7:30 and one afternoon a week from 2:45-3:45; compete in the countywide quiz bowl tournament; the top four.

Name of Club/Organization: Beta Club

Faculty Sponsor/Contact: Gwen McDade & Miranda Mercer

Financial Obligations/Dues: There is an enrollment fee of \$13.00 that is sent directly to the National Beta Office.

Mission/Purpose: The purpose of the National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

Membership in the Huntington Middle School Beta Club is a Privilege and not a right. The purpose of the organization is to select, honor, and encourage students possessing the following qualifying characteristics: (a) worthy, moral and ethical character, (b) good mentality, (c) reditable achievement, and (d) commendable attitude.

Planned Activities:

Attendance and Participation in State Beta Convention
Candle light installation ceremony
Spring Beta trip
Guest speakers

Community Service Projects include:

Stock the Pantry with Habitat for Humanities
Shamrocks against Dystrophy by our MDA chapter
Red Cross sponsored efforts
Make a Wish
Operation Christmas Child, Project of Samaritan's Purse

Name of Club/Organization: Drama Club

Faculty Sponsor: Kristi Slavik

Membership Requirement: Attend the tryouts and scheduled rehearsals

Financial Obligations/Dues: Students are responsible for their own costumes as well as participating in our fundraisers.

Mission/Purpose: To promote student involvement and achievement through various theatrical productions.

Planned Activities: Talent Show, Car Wash, and Perform a spring musical.

Name of club: Pass It On

Faculty member: Dawn Bray, Graduation Coach

Membership requirements: 1) Student must be passing all classes, 2) remain Level 3 strike free, 3) follow instructions of faculty and staff, 4) able to execute assigned tasks, 5) be polite and helpful to others, and 6) participate consistently throughout the school year.

Financial Obligations/Dues: Members will be expected to provide their own basic materials for service projects, such as markers or poster board.

Mission/Purpose: Pass It Own is a service oriented club, and members will develop leadership skills, positive character traits, and organizational skills, and in turn, will model and re-teach these skills and traits to students at HMS through volunteer projects.

Planned Activities: 1) organize and repair student notebooks, 2) volunteer projects such as provide babysitting on HMS Parent Nights, 3) teach students basic study skills and how to use the school agenda, 4) assist students with their GAcollge411.org account, 5) listen to guest speakers on topics such as etiquette and career planning, 6) visit local businesses for career exploration

Relay for Life Club

Name of Club: Huntington Middle School Relay for Life

Faculty Sponsor: Karen Yeager

Membership Requirements: Student of HMS

Financial Obligations/Dues: \$10 registration fee

Mission/Purpose: To help promote cancer awareness.

**Planned Activities: Fundraisers and participate in the
Houston County Relay for Life walk**

Partner's Club

Faculty Sponsor: Mr. A. Williamson & Mrs. M. Meusel

Membership Requirements: Must be nominated by a teacher, approved by faculty sponsors; must be passing all classes and maintain satisfactory conduct and behavior at all times. Must be willing to interact socially with our special needs students who are MOID and MID.

Financial Obligation/Dues: Cost of club shirts along with CBI field trips and any other special activities that arise during the school year.

Mission/Purpose: To focus on social awareness as well as social skills in order to promote success inside and outside of the school environment. The students will also work to motivate, inspire, and encourage academic success.

Planned Activities: Monthly social meetings; breakfast buddies Community Based Instructional field trips; as well as Special Olympics and CGSA soccer jam.

Dear Parents,

Please read over the attendance policy carefully. Please note that if your child misses nine (9) days or more of school during the year, a letter will be mailed to your residence at the end of the year. This letter will inform you that your child has exceeded the total days allowed by the Houston County Board of Education.

To be eligible for promotion, students in grades K-8 are required to achieve 95% attendance. Students that achieve 90-94% attendance may be promoted at the discretion of the building principal. Students missing more than 18 days will be retained without HCBOE approval for promotion. Also, don't forget that three unexcused tardies or three unexcused early dismissals will constitute an absence.

I have read and understand the attendance policy.

Student signature

Parent Signature

Student Print Name: _____

Parent Print Name: _____

I have read and understand the Huntington Club section of this handbook and I do _____ or do not _____ wish for my student to participate in the following clubs at Huntington Middle School:

Parent Signature

Huntington Middle School Parent Involvement Policy

Huntington Middle School supports the goals of the Title I program and recognizes the importance of parent involvement in reaching individual student achievement by implementing the following programs and interventions:

- 1. Employment of a Parent Involvement Coordinator, two part time employees to assist teachers in the area of reading and Math enrichment, as well as offering an After-School Program for At-Risk Students. The primary focus and requirements of these positions is the ability to identify Title I eligible students and to maintain positive ongoing contact with them and their parents throughout the academic year.**
- 2. Involving parents in annual meetings such as Open Houses to discuss school policies, curriculum offerings, student handbook information, and Title I explanations and updates. State Standards, local and state assessments are introduced at the initial meeting; however, they are re-introduced several times during the year.**
- 3. Development of a School Council that includes parents in joint planning and designing of school program offerings.**
- 4. The organization of a School Parent Teacher Organization which supports all of the activities at the school.**
- 5. The organization of monthly SOAR (Sharing our Academic Resources) nights by the Media Specialist whereby she coordinates literacy training and uses technology to help parents work with their children to improve their child's achievement.**
- 6. Developing appropriate partnerships with local businesses that provide opportunities for them to work with parents and the school.**
- 7. The development of a resource center in the Media Center by the Media Specialist that includes information for parents on parenting as well as information to assist them with skills necessary to assist their children with appropriate study materials.**
- 8. Teacher/Parent communication is held via conferences. Monthly logs are reported to the Parent Involvement Coordinator.**
- 9. Opportunities are provided for parents to volunteer in the school.**
- 10. Interpretation of all assessment results and interpretation of those results whether they be report cards, benchmarks, or standardized tests are conducted. Individual conferences are encouraged and scheduled as needed.**

- 11. Parental Surveys are conducted on a yearly basis to assess our need for improvement.**
- 12. LEP students and students with disabilities are provided with coordinators to meet their specific needs.**
- 13. Information about school meetings, program offerings, and resources are sent with the students, however, they are announced via the school website and on the school messenger to alert the parents that they are forthcoming. This serves to help that they are alerted about materials such as surveys, report cards and other information necessary to assist them with their goal of parental involvement.**
- 14. Staff members are encouraged and provided opportunities to attend workshops for further training concerning the value of parental contribution. The coordinator provides assistance to all teachers to monitor attendance, to provide motivation and encouragement to all students and to continue a positive home/school line of communication.**
- 15. Parents are invited to and encouraged to attend all Student Support Team meetings.**
- 16. Progress reports are sent every four weeks and report cards are issued every nine weeks. Parents are notified of failing grades by phone or email.**

Huntington Middle School prides itself with an open door policy that encourages everyone to visit the school. We will continue to provide our parents and community with various forms of communication, being open to new and innovative ways of improvement, with the goal of student success in mind.