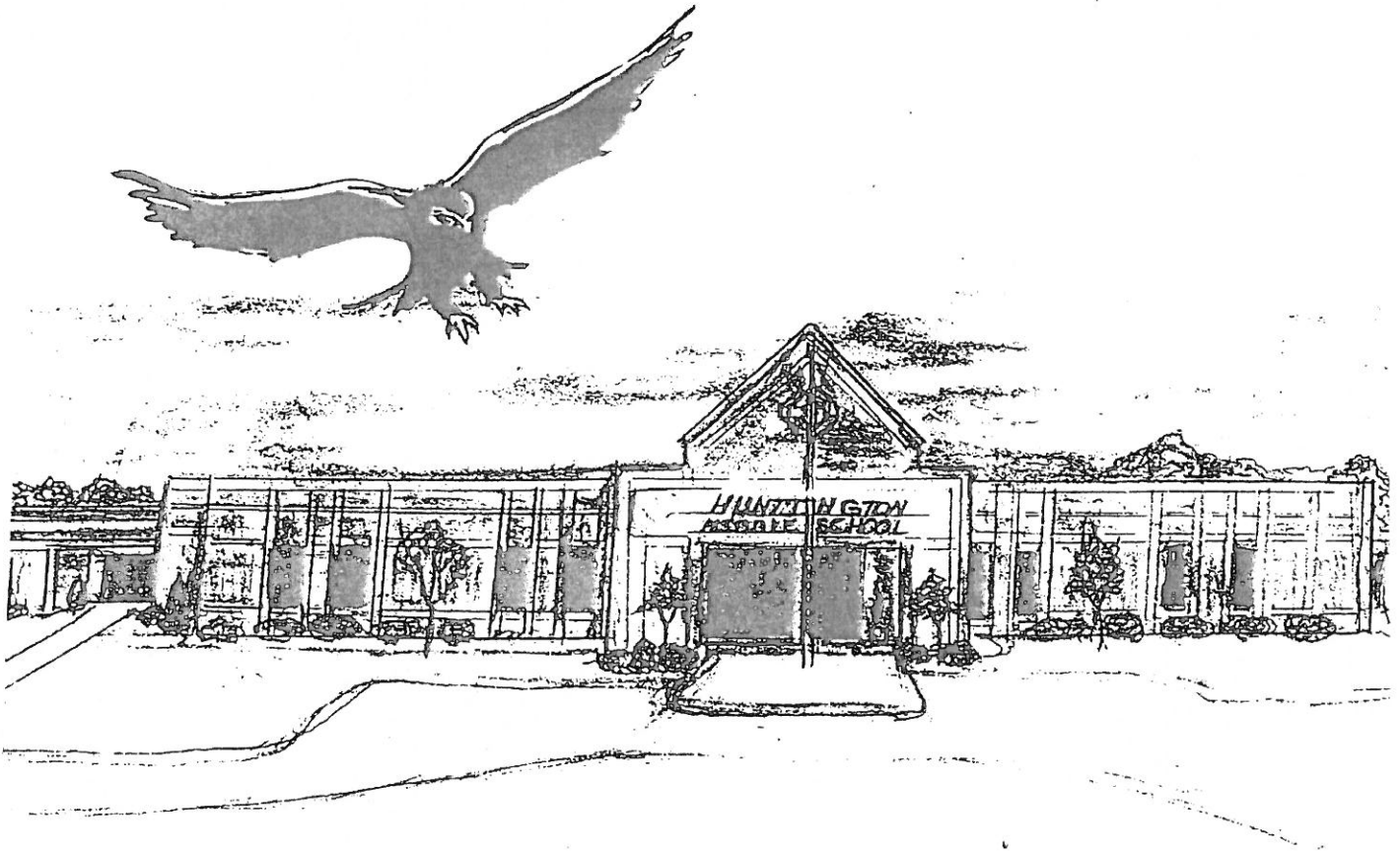


HUNTINGTON MIDDLE SCHOOL

STUDENT HANDBOOK

2019 - 2020



HOME OF THE HAWKS

One Unit, One Family, One Nest

STUDENT NAME: _____

HOMEROOM: _____

HUNTINGTON MIDDLE SCHOOL STUDENT HANDBOOK



HOME OF THE HAWKS

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LETTER FROM DR. GWENDOLYN TAYLOR, PRINCIPAL

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. Always remember to respect yourself, respect others, and respect your school.

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 fourteenth 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, WHITE, AND BLACK
SCHOOL MASCOT: HAWK

ADMINISTRATIVE STAFF

Dr. Gwendolyn Taylor, Principal

Mr. Steve Wroblewski, Assistant Principal of Instruction
Mr. Anthony Blasingame, Assistant Principal of Discipline, Title IX Contact

Counselors

Ms. Miranda Mercer, Counselor
Mrs. Sonja Gibson, Counselor, 504 Coordinator

Media Center

Ms. Bianca Blackwell

Athletic Director

Mr. Otis Covington, Athletic Director

OFFICE STAFF

Mrs. Marlene Andreasen, Secretary
Mrs. Lynn Nelms, Bookkeeper
Ms. Tashiah Boyer, Health Tech
Ms. Sandra Howard, Records/ATS Clerk
Mrs. Rhondrea Allen, Parent Involvement Coordinator

SUPPORT STAFF

Mrs. Josephine Durham, Nutrition Manager
Mr. Johnny Carswell, 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. Student Handbooks are available electronically for viewing online at www.hms.hcbe.net. Printed copies of the handbook are available in the Front Office.

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. Always remember Dr. Taylor's A's, B's, and C's.

Dr. Taylor's "A, B, C's for Success"

Success is not the result of being lucky all the time. Success is the result of doing the right things in school and in life. Three (3) factors have a major impact on student success:

ATTENDANCE:

- a) Arrive at school on time every day
- b) Get to each class on time
- c) Makeup work missed

BEHAVIOR:

- a) Keep a positive attitude
- b) Respect others
- c) Follow the rules

COMMITMENT:

- a) Do your best
- b) Get help when necessary
- c) Never give up

Success is possible for any student who cares about these three factors!!



Huntington Middle School

Dr. Gwendolyn Taylor, Principal

Mr. Steven Wroblewski
Asst. Principal of Instruction

Mr. Anthony Blasingame
Asst. Principal of Discipline

Mission Statement

The mission of Huntington Middle School, in partnership with students, parents, and the community, is committed in thoughts, words, and deeds to empower our students to become lifelong learners, and productive, responsible citizens.

Vision Statement

To become an institution that produces students who are academically, emotionally, and socially prepared to succeed in all facets of life.

The History of Huntington Middle School

HUNTINGTON MIDDLE SCHOOL opened its doors on August 5, 2005, and began a commitment to developing intellectual, emotional, social and physical growth to empower our students to become lifelong learners and productive, responsible citizens. Our faculty, staff, and students take pride in taking care of our school and our students.

One Unit, One Family, One Nest

HUNTINGTON POLICIES AND PROCEDURES

SCHOOL PROCEDURES



Early Arrivals

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 IS PROHIBITED! STUDENTS MUST ADHERE TO THIS POLICY OR THEY CANNOT BE LEFT AT SCHOOL BEFORE 7:10 A.M.**

HOMEROOM

Procedures Before Homeroom

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

1. Go directly to the gymnasium upon arriving at school; bus riders report to the cafeteria.
2. When students are dismissed from the Gymnasium, go to breakfast or to homeroom.
3. All students are required to attend homeroom, which begins at 7:10 a.m. Students arriving after homeroom dismissal are to report to the office and then go to their homeroom and locker.
4. After arriving at school students **MAY NOT LEAVE THE CAMPUS!**
5. It is the bike riders' responsibility to properly lock the bike at the designated bike rack.
6. **Loitering on street corners adjacent to campus before school is strictly PROHIBITED.**
7. **Loitering on or around school campus before school is strictly PROHIBITED.**

Homeroom Procedures

Homeroom is a study period. Students are to either study, read a book, or sit silently. Students are not permitted to leave homeroom without a hall pass from their homeroom teacher. Students must have a Hall Pass to visit the Library in the morning. Students are permitted and encouraged to use the restroom during homeroom.

Procedures when Changing Classes

1. Students are to line up silently before being dismissed from class.
2. Students must exit the classroom to the right and remain on the red while maintaining silent transitions.
3. Keep the line moving silently on the carousel until you have reached your destination.
4. Do not gather in groups to converse.
5. Do not use the restroom or get water during transitions without permission.
6. Do not put your hands and feet on the walls.
7. Do not push, shove, or touch others.
8. Refrain from making unnecessary loops when the teacher is ready for the class to enter.
9. Horseplay in hallways is not tolerated.
10. Do not touch Bulletin Boards.
11. All students will be silent in the hallways.



ATTENDANCE

When a student is absent, an absence note should be submitted within three days of the students return to school. The absence note from a parent or guardian should include the date(s) of absence(s), the reason for absence, and the parent/guardian signature. Students should present the note to their homeroom teacher.

The faculty at HMS believes that student success is directly related to attendance, grades, and behavior. Students who have one or more failing grades and/or ISS/OSS/bus suspension will not be permitted to participate in non-athletic events, HMS sponsored extra-curricular activities such as school dances, Meet and Greet, pep rallies, Strike Free Celebrations, field trips, etc. Students who have more than **five unexcused absences and/or five tardies per nine-week grading period** will be considered excessive and will not be permitted to attend any in-school extra-curricular activities. Also, students who have five or more unexcused tardies are required to attend our Attendance Intervention meetings with the Counselor and school social worker once a month during Hawk Time.

All make - up work as a result of an excused, unexcused, and/or out of school suspension (OSS) 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

It is the student's responsibility to arrange any make-up work and/or tests with their teachers.

Tardies to School (After 7:35 a.m.)

Students are to report to homeroom by 7:35 a.m. If a student arrives after 7:35, they should report to the office. Acceptable reasons for excusable tardies include personal illness, family illness, death in the family, or certain religious activities. More than five unexcused tardies per nine weeks is considered excessive and the student will not be permitted to attend any in-school extra-curricular activities.

Students should not arrive on campus before **7:00 a.m.** and should be picked up by **3:05 p.m.** unless participating in a school supervised activity approved by the principal or serving After School Detention.

Early Dismissals

If at all possible, parents should schedule appointments after school hours. Students must be picked up in the office. **Parents, guardians or anyone that is listed in Infinite Campus is required to show a valid picture identification each time a child is picked up.** A student **will not** be called to the office until a parent/designee, with a valid picture ID, 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. If you are picking up your child from school who usually rides a bus, please inform the Office before 2:15 p.m. Please adhere to this time frame when leaving a message for your child. For safety reasons, we cannot allow students to be taken off the bus. Since it is virtually impossible to identify who is calling and for the safety of our students, we do not change the mode of transportation over the phone.

School Dismissal

School dismissal is not a time for socialization. The campus should be cleared as soon as possible.

- **CAR RIDERS WILL LEAVE THE CLASSROOM ON THE 1ST BELL AT 2:45 AND MUST BE OFF CAMPUS BY 3:00.**
- **ALL STUDENTS WHO WALK HOME MUST LEAVE THE CLASSROOM ON THE 3RD BELL AT 2:55 AND MUST BE OFF CAMPUS BY 3:05.**
- **STUDENTS STAYING FOR EXTRACURRICULAR ACTIVITIES OR SERVING AFTER SCHOOL DETENTION, WITH PRIOR PERMISSION, WILL LEAVE THE CLASSROOM ON THE 3RD BELL AT 2:55.**
- **When you are dismissed, proceed quickly to your bus, ride pick-up or walk home. Loitering on or around school campus after school is strictly PROHIBITED.**
- **Loitering on street corners adjacent to campus after school is strictly PROHIBITED.**
- **Students attending After School Detention should be off campus by 4:05 p.m.**



BUS TRANSPORTATION

Students riding buses are expected to follow all rules set forth by Huntington Middle School and Houston County Board of Education. Please read the information on Bus Conduct in the HCBOE pages. **Riding the school bus is a privilege and can be taken away, temporarily or permanently.** Student behavior that impairs the ability of the bus driver to safely carry out his/her duties is strictly prohibited.

For the safety of all onboard students are expected to abide by the following rules:

- Students are to remain seated at all times.
- The bus driver is in charge and students are expected to follow the instructions given to them.
- Pushing, shoving, throwing items, or fighting is not allowed.
- Eating or drinking is not allowed.

Students are expected to ride the bus which they are assigned and get off at their assigned bus stop. Students 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 student's name, the different bus number, parent signature and a phone number for parental contact. Notes will not be approved on the bus ramp.

The following disciplinary actions will occur for students who violate the bus rules:

1st reported incident – parent contact and warning

2nd reported incident – three days bus suspension

3rd reported incident – five days bus suspension

4th reported incident – ten days bus suspension

5th reported incident - suspension off the bus for the remainder of the school year

Depending on the severity of the incident, a student may receive 1-10 days bus suspension for the first reported incident



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 their appearance and in their schoolwork. HUNTINGTON MIDDLE SCHOOL will adhere to the Houston County 6-12 dress code policy (see county pages).

Dress code policies are enforced at all school-related functions unless other notice is given. When the dress code is not followed, students will be asked to call their parent/guardian to bring 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. Final decisions regarding appropriate dress code are made at the discretion of the school's administration. The Principal has the discretion to modify these procedures as needed throughout the school year.

General Dress Code Rules

- No sweatbands are permitted.
- Fanny packs and backpack purses are not permitted.
- Pouches or any other type storage items may not be worn around the waist.
- Students may not wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- Slashes/cuts in eyebrows are not permitted.
- Hats are not allowed to be worn on belt loops during school hours.
- 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 that are known to be associated with gangs.
- Students are not allowed to wear plain white t-shirts.
- Students cannot wear pants tucked into their socks or shoes, or with a band placed around the bottom of the pants.
- Students cannot wear athletic oversized sweat/fleece pants.
- Administration reserves the right to require students to wear a belt with oversized clothing.
- Belts **must** be worn with all clothing with belt loops.
- No oversized belt buckles (2-inch maximum size) may be worn by students.
- No one-piece Dickie jumpsuits may be worn by students.
- When wearing overalls, both straps must remain buckled.
- All coats and jackets are to be worn the proper and correct way and not tied around the waist during school hours.

Specific Dress Code Rules

- **No ripped jeans/pants are permitted**, even with tights or leggings underneath.
- All pants must be worn at the waist, **sagging pants are not permitted.**
- When leggings are worn, a dress, shirt, or skirt must be worn over the leggings and must be at least mid-thigh in length.
- Dresses and skirts worn without leggings must be knee length or longer.
- When wearing palazzo pants the blouse worn with them must reach mid-thigh.

Specific Dress Code Rules Cont.

- Students are not allowed to wear skin tight skinny jeans to school
- Blouses and shirts should have shoulders covered. No halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type.
- Blouses/shirts that show any portion of the waist, hips, or midriff are prohibited. Inappropriate blouses/shirts also include those that are low-cut, see-through, backless, or tube tops.

Hair and Grooming

Students' hair must be combed and neatly groomed. **NO hairstyle fads such as Mohawks, patches of color in hair, designs or sayings cut into the hair are permitted. Students hair color must be that of natural hair color.** Students who arrive at school with unacceptable hair color may be placed in ISS until the hair color is corrected.



*There is no cost for student's breakfast or lunch.
We encourage all students to go through the breakfast and lunch lines.*

6:55 a.m. –

Breakfast from the Hawk Express will be eaten in student's homeroom.

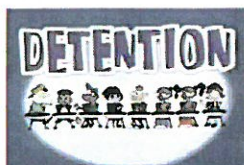
7:10 – 7:25 -

Hot Breakfast is served in the Cafeteria.

Lunchroom Procedures

1. Students are to walk in a line on the red to lunch silently and follow the teacher's directions.
2. Students should stand silently in the lunch line and display appropriate language and manners.
3. After receiving breakfast or lunch students are required to sit at their assigned table and/or seat.
4. Students will walk along the outer area of the cafeteria, not the middle of the cafeteria, to their designated eating area.
5. Saving seats for others is not allowed.
6. Students are to talk **QUIETLY** while in the Cafeteria. Students who become too loud will be asked to move.
7. Students cannot return to the lunch line, drink or condiment tables to pick up forgotten items.
8. Students are to maintain a **CLEAN** eating area in the cafeteria by adhering to the following:
 - a. Make sure all waste is in the tray and any spills have been cleaned up BEFORE leaving the table.
 - b. Make sure the table is clean.
 - c. Walk in an orderly manner to turn tray in.
 - d. If something falls off of the tray en route to the trash area, pick it up and throw it away.
 - e. Put tray and silverware away properly.
 - f. Place all waste in the trash cans.
 - g. Line up to report back to class in an orderly and quiet manner.

Students will be subject to disciplinary action for not following the above procedures in maintaining a safe, orderly, and clean cafeteria.



DETENTION

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

1. **Teacher/Team detention** – lunch and after school detention is assigned by teachers and students are kept by the student's team or after school detention teacher.
2. **Administrative detention** – assigned by Administrators only and held from 2:55 until 4:00. Monday – Thursday. Students must take homework or a book to read during detention.

Failure to attend detention 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
2 nd day missed	=	1 extra day of detention
3rd day missed	=	Assigned to In-school suspension (ISS)

Detention Rules and Regulations

Detention obligations take priority over extracurricular activities and are not dependent on where students live or how they get to and from school (walk, ride a bus, or parent dependent). Both parents and students are asked to be aware of the following information:

- Detention will be held on Monday – Thursday from 2:55 to 4:00 p.m.
- The detention door will close promptly at 3:00 in the afternoon. Students will have 5 minutes between the last bell at 2:55 and the beginning of detention. Students not be allowed in after this time and will be counted absent.
- Failure to attend detention may result in suspension. Students who are absent or have early dismissal on any day of the assigned detention will be required to fulfill their obligation on the day they return.
- If a student fails to attend detention, an extra day will be added to his/her detention. If a student fails to attend on the third day, the student will receive a Level III strike.
- Students are responsible for returning discipline forms signed by parents.
- Students are required to begin their detention the next eligible school day after receiving the discipline form.
- Students must complete all of their detention assignments even if their slate is clean at the beginning of a new nine (9) weeks.
- Teachers will strictly monitor detention during which the students will complete homework or read a book.

Detention Rules and Regulations Cont.

- If students fail to bring writing utensils, book(s), and paper, they may be asked to leave and will be considered to have missed detention.
- Students exhibiting inappropriate conduct will be asked to leave detention.
- Students assigned detention but asked to leave for any reason may be counted absent and penalized accordingly.

IT IS THE STUDENT'S RESPONSIBILITY TO ATTEND DETENTION.

ALL PARENTS AND STUDENTS ARE GIVEN A 24-HOUR NOTICE.

ADMINISTRATIVE TIME OUT

Students who disrupt class and are not able to return without further disruption may be assigned an administrative time out. These students will be assigned to the ISS classroom for the remainder of the day. If the student disrupts his/her classroom when returning the following day, more restrictive disciplinary options will be used. When a student is brought to the office for a discipline referral, every effort is made to contact the parent/guardian.



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.

Suspension Conferences

In certain instances, the administration may feel that it is absolutely necessary that a conference is 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 a 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 is responsible for arranging make-up work and/or tests with their teachers.



GRADE REPORTING

Progress Reports will be issued to students every six weeks and report cards will be issued to students at the end of each semester (18 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.

***HONOR ROLL**

“A” Honor Roll

A student's combined grades, for all subjects, must average 90 or above for the year.



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 their children are studying and how well they are doing.

School Messenger-Homework Hotline

App for Phone:



App for Computer:

<https://go.schoolmessenger.com/#/home>

Homework Cont.

Directions for School Messenger

- 1) Download app for phone and/or computer
- 2) Follow steps – You will need to verify by using an email
- 3) Once you have downloaded and verified the account you will need to enter the team or class code for the messages you would like to receive.
- 4) The teacher/team leader will then be able to send you homework/test and other announcements.

***If you downloaded the App last year it will work this year. You will need to enter the codes for the teachers this year and it will work. ***

AFTERSCHOOL TUTORING PROGRAM

The afterschool tutoring program is another avenue for students to receive additional support in academic area. The program will be held September 3, 2019 through April 30, 2019, from 3:00 – 4:00 p.m. The schedule is as follows:

Tuesdays – Language Arts and Math
Wednesdays – Social Studies and Science
Thursdays – Language Arts and Math

Students who stay for afterschool tutoring are expected to adhere to the following:

- Arrive on time and prepared to learn
- Focus on assignments and work collaboratively with their tutors
- Listen to directions and support a safe and respectful learning environment
- Use the time with tutors wisely and avoid distractions

Parents and Guardians please pick up students **no later than 4:10 p.m.** on tutoring days. Any comments or concerns regarding the Afterschool Tutoring Program should be brought to the school counselor, Ms. Mercer



TEST-TAKING TIPS

1. Relax and block out distractions.
2. Read the directions carefully and then follow them.
3. Read the whole test first to apportion your time.
4. Read each question and answer choices twice before answering.
5. Think before you write and fully answer questions.
6. 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.

HELPFUL HINTS

- Develop an interest in the course being taken; seek to learn; take pride in your work; you are 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 assigned homework. 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.
- Read 20 minutes daily.



READING

One of the key requirements of the Common Core State Standards for Reading* is that all students must be able to comprehend texts of steadily increasing complexity as they progress through school. This is known as their Lexile level. By the time they complete high school, students must be able to read and comprehend independently and proficiently the kinds of complex texts commonly found in college and careers. The impact that low reading achievement has on students' readiness for college, careers, and life in general, is significant. A high school graduate who is a poor reader is a postsecondary student who will struggle mightily to succeed.

At Huntington Middle School, we pride ourselves on being monumental in helping our students not only improve their reading comprehension, but also exceed the goals set by the state. Students should be aware of their Lexile level and work to increase it through 20 minutes of independent reading each night of a book that is at or above their Lexile level. In order to continue to make gains in this area, we must work together to ensure the success of your child throughout his or her time here at Huntington. We welcome you to come in and join us in our endeavor to increase literacy.

*

Lexile Level Stretch Bands for Reading	
6 th	925L to 1070L
7 th	970L to 1120L
8 th	1010L to 1185L



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
4. To call home when ill

Students will not be called from class to the telephone except in a true emergency. Telephone messages will not be delivered to students during the school day as it is disruptive to the entire class when one person is called.



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 classes:

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 to receive a visitor's badge. **All visitors must be listed in Infinite Campus and show a valid picture ID.**
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 office conference area reserved for parental/student dining; however, it should be limited to twice a week.



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 any time 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.



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.**



FLORAL, BALLOON, AND OTHER DELIVERIES

The school will not accept flowers, balloons, or other types of deliveries for students. They are a disruption in classes, in the hall, and on the buses. Parents are not allowed to drop off food from restaurants for students. Students are only allowed food from outside venues if the parent is eating with them in the office conference room.



ITEMS BROUGHT TO THE SCHOOL AFTER STUDENTS ARRIVE

Please encourage your students to check over the items they need to bring to school each day before they leave home. Over 1,000 classroom interruptions in one year are far too many. Parental cooperation in this matter is greatly appreciated.

During the 2018-2019 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.



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 the teacher's permission. If a student finds something, they are expected to give it to the teacher or turn it into the office. If a student loses something, we encourage the student to ask whether or not it has been turned in.



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

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 to HMS. 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 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 library fees, PE uniform fees, and fund-raising purchases. Please contact the bookkeeper as soon as a problem arises to avoid future complications.

Students who owe monies to HMS will not be allowed to attend school dances or school Meet & Greet events. Monies include: overdue fines and lost/damaged book costs to the media center, lost/damaged textbooks or workbooks from the classroom.



TEXTBOOK RESPONSIBILITY

Textbooks are costly. **YOU ARE FINANCIALLY RESPONSIBLE FOR YOUR BOOKS WHETHER LOST OR DAMAGED.** This includes all materials and/or books assigned to the student. Disciplinary consequences may be assigned for books left lying in the halls or around campus.



MEDIA CENTER

The Media Center is open every day of the school year from 7:10 A.M. until 3:00 P.M. The general collection of books may be checked out for a period of 20 days. Reference 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 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 \$2.00 (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 is responsible for settling these financial obligations. Students can log onto their Safari accounts at any time during the school day to check their account status.



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 and Chorus students). Students are to dress out for class every day. Solid red, white, black, or gray T-shirts and athletic shorts are required dress. Shorts must be knee length.

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.



EXTRA-CURRICULAR ACTIVITIES

Students who have one or more failing grades and/or ISS/OSS/bus suspension will not be permitted to participate in non-athletic, HMS sponsored extra-curricular activities such as school dances, Meet and Greet, pep rallies, assemblies, Strike Free Celebrations, etc. Students who have more than **five unexcused absences and/or five tardies at the time of the event will be considered excessive and will not be permitted to attend any in-school extra-curricular activities.** Students who owe fines or books to the Media Center will not be eligible to attend Meet & Greets.

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's 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 to 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 the scheduled end time. Students not picked up will receive a warning for a first offense. Any future violations will result in students being banned from extra-curricular events for the remainder of the school year.

Parent Information

Please be prompt in picking up your child from extra-curricular activities. Your assistance in this matter is greatly appreciated.

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

School Dance Rules and Regulations

- **Dances will be held from 6:00 p.m. until 8:00 p.m., unless otherwise noted.**
- School/county dress codes apply when attending dances.
- Only HMS students are allowed-**NO EXCEPTIONS!**
- **Students who failed a subject the prior grading period may not attend.**
- 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.
- **Any student that has received bus, out of school, or ISS suspension, or one or more failing grades may not attend any dance during the nine (9) week period.**



IMPORTANT THINGS TO REMEMBER

1. Bullying and taunting **will not be tolerated under any circumstances.** Be respectful to others at all times.
2. **Huntington Middle School is not responsible for any lost or stolen items.**
3. Do not bring large amounts of money or any valuables to school. Cameras, tablets, phones, I-pods, hand-held games or any other electronic devices are not allowed.
4. **Students are required to keep their electronic devices locked in their locker at ALL times. Students will receive advance notice for any BYOD activity planned.**
5. **Students will receive a minimum of three (3) days In-School Suspension (ISS) for electronic device visibility, usage, and/or ringing when not in a BYOD activity.**
6. Mark all your possessions with your name using a permanent marker.
7. 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.
8. Never tell your locker combination to anyone. Never leave your combination on the last number. Keep your locker locked and clean.

REMEMBER: YOU ARE ACCOUNTABLE FOR EVERYTHING IN YOUR LOCKER!

9. Keep your valuables, including books, in your locker when not using them. Keep your locker locked.
10. Students whose 6th period class is P.E. should give any items of value to the Coach before class begins.
11. Absolutely no graffiti or drawing will be allowed on book bags, notebooks or your body.
12. **No chewing gum** is allowed at school anytime.
13. School supplies can be purchased in the Media Center before homeroom.
14. 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 for the last three days of the school year.
15. Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its educational programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator Mr. Anthony Blasingame at 478-542-2240.



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. **No beverages are permitted unless the student has a note from the doctor on file or it is written in the students 504 plan.**
4. HUNTINGTON students are not to be on any school campus without permission from that school's administration.
5. Attendance - Excessive absences will be reported to the school social worker.
6. Early dismissal – **Students may only be checked out by persons listed in Infinite Campus. A valid picture I.D. is required before the student is called to the office for dismissal.**
7. When computing averages for awards, the highest numerical grade to be used is 100.
8. Selling at school - No items may be sold at school without the permission of the principal or her designee.
9. ISS - Students assigned ISS are not permitted to attend extra-curricular activities at any school in the county. This includes McConnell-Talbert Stadium.
10. Students scheduled for In-School Suspension will not be allowed to participate in any field trip that is scheduled during that nine (9) week grading period.
11. The Huntington Middle School Administrative staff has the authority to remove students from any extra-curricular activity when deemed necessary.
12. 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.**
13. Only HUNTINGTON MIDDLE SCHOOL students are allowed to attend dances.
14. Disciplinary action will be taken when a student is tardy to class.
15. Progress reports dates are set by the Houston County School Board.

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 the behavior is acceptable or not.

HUNTINGTON'S DISCIPLINE PROGRAM

The HUNTINGTON MIDDLE SCHOOL discipline program is designed to enhance learning and promote safety. Our expectations for students include those attributes exhibited through good decision making, 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

If a student fails to comply with a Level I expectation, he/she will be given a verbal warning as a first offense, the student will have a conference with the teacher, and the teacher will contact the parent. If the student continues to break the rules, they will receive a Strike and receive a punishment that correlates with that offense.

No materials (paper, textbooks, materials necessary for classroom success)

Tardy to class

Signed Documents (after 3 days)

Dress Code (change required)

Gum/Candy/Eating

Minor classroom offense

Talking without permission

Level I Consequences

1 st Offense	1 day silent lunch
2 nd Offense	3 days silent lunch
3 rd Offense	5 days silent lunch and student/teacher conference and parent contact/conference
4 th Offense	7 days silent lunch and student/teacher conference and parent contact/conference
5 th Offense	Goes to Level II

Level II Rules

Disrespect, discourteous to another student

Class disturbance

Hall/restroom/ break infraction

Lunch/Lunch detention infraction

Unauthorized location

Fifth offense from Level I

Level II Consequences

1 st Offense	1 day after school detention, student/teacher conference, parent contact
2 nd Offense	3 days after school detention, student/teacher conference, parent contact
3 rd Offense	5 days after school detention and parent contact
4 th Offense	7 days after school detention and parent conference
5 th Offense	Goes to Level III (office) and teacher will contact the parent

Level III Rules

Property abuse/vandalism
Fighting
Vulgarity/Profanity
Threats to Students/Teachers
Disrespect to/Defiance of Teachers/Staff
Field Trip misbehavior
Infraction of Board/School Policy
Skipping class
Forgery
Violation of cell phone use policy

Level III Consequences

Goes to the office - students may be assigned In-school suspension (ISS), Out-of-school suspension (OSS), or Administrative Detention.

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

IN-SCHOOL SUSPENSION

- In – School Suspension is held only during the normal school day.
- The minimum assignment to ISS is one day.
- All students assigned to ISS during a nine-week period will be ineligible to participate in any field trips scheduled by their respective grade level.
- Students may not attend any other school activities such as assemblies, pep rallies, Meet & Greet, etc.
- Students may not attend any school dances during the assigned nine-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 nine-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. Student strike records will start over at the beginning of a new nine weeks; however, office discipline records are cumulative.



HUNTINGTON MIDDLE SCHOOL CLUBS

Helping Hawks

Faculty Supervisor: Ms. Blackwell

Membership Requirements: Students must complete an application
Students must maintain passing grades in all classes
Be present at school by 7:00 one morning each week

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 shelves, delivering items to teachers (book sets, ipad/laptop carts), and helping with book fairs

Academic Bowl Team

Faculty Supervisor: Ms. Lewis, Mrs. Lofland

Membership Requirements: High academic grades – A/90+
Tryouts to join the team
Maximum of eight (8) team members
Must attend at least one practice (to be scheduled) per week beginning the end of October

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
Compete against other middle schools in a quiz bowl format.

Planned Activities: County competition
Jimmy Carter Historic Site Competition

Huntington Middle School Clubs Continued

FBLA (Future Business Leaders of America)

Faculty Supervisor: Ms. Love

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

Financial Obligations/Dues: \$15.00. This includes the National (\$6.00), State (\$5.00), and Local (\$4.00) dues.

Mission/Purpose: Program introduces students to the world of leadership and business with career exploration and community service

Planned Activities: Guest speakers

Prayer Club

Faculty Supervisor: Ms. Love

Membership Requirements: Attend and participate in regular Wednesday morning meetings.

Financial Obligations/Dues: None

Mission/Purpose: A student-led club with the purpose of encouraging students to be an example in their words, conversation, love, spirit, faith, and purity

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

Beta Club

Faculty Sponsor/Contact: Mrs. Nelson, Mrs. Gibson, Mrs. Blackshear, Ms. Freeman

Membership Requirements: Minimum B average. No discipline referrals. Good character and leadership skills. Attend afterschool meetings every Monday during the 1st semester.

Financial Obligations/Dues: Enrollment fee of \$15.00 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) Academic achievement – A's in academic classes
- (d) Commendable attitude

Planned Activities:

Attendance and Participation in State Beta Convention, Beta Week, Pennies for Patients, canned food drive, Other fundraisers

Huntington Middle School Clubs Continued

Drama Club

Faculty Supervisor: Ms. Slavik

Membership Requirement: Attend all scheduled rehearsals with no more than three (3) unexcused Absences
Participate in all performances
Maintain good grades and behavior

Financial Obligations/Dues: Students are responsible for their own costumes
Donations of food items for Saturday rehearsals

Mission/Purpose: To inspire our students through theatre, with a dedication to imagination, emotion, song, dance, and speech

Planned Activities: Spring Musical (3 days), Performances at nursing homes, children's hospitals
Required fundraiser – car wash

Art Club

Faculty Supervisors: Ms. Coy

Membership Requirements: Parent Permission Form required
Meet 2 times per month – 3:00 – 4:30 p.m.

Financial Obligations/Dues: \$10.00 yearly membership fee to cover art supplies

Club Mission/Purpose: To foster an appreciation of art
Artistic growth through group activities and projects

Planned Activities: Assist with Drama Club production set, assist in setting up Art Show, participating in art contests, learning new art techniques, creating temporary murals

Relay for Life

Faculty Supervisor: Mrs. Barnes

Membership Requirements: Open to all students

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

Huntington Middle School Clubs Continued

Huntington Middle School's 4-H Club

Faculty Supervisor: Ms. Mercer

Membership Requirements: No membership requirements

Financial Obligations/Dues: None

Mission/Purpose: To assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive members of society. This mission is accomplished through "hands-on" learning experiences, focused on agricultural and environmental issues, agriculture awareness, leadership, conservation, nutrition, and citizenship.

Planned Activities: Faculty and staff members from the University of Georgia 4-H Extension Office will conduct monthly club meetings

Fellowship of Christian Athletes

FCA

Faculty Supervisor: Coach Carson

Membership Requirements: Membership fee, good grades, no discipline referrals, attend 80% of meetings.

Financial Obligations/Dues: \$15.00

Club Mission/Purpose: Developing character in athletes and coaches in local communities by encouraging equipping, and empowering others to serve as examples and make a difference.

Planned Activities: Attend college sporting events, concerts, various sporting events, school-wide activities.

Family, Career and Community Leaders of America

FCCLA

Faculty Supervisor: Mrs. Bratcher

Membership Requirements: All HMS students are eligible to join.

Financial Obligations/Dues: Dues: \$20.00, (chapter, state, and national dues) Activities involving travel and registration fees vary in cost depending on destination and length of stay and generally range from \$40 to 600.

Club Mission/Purpose: Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life: planning, goal setting, problem solving, decision making, and interpersonal communication - necessary in the home and workplace.

Planned Activities: Community service projects, DISCOVER training, Fall Leadership Conference, Fall Rally, National Cluster Meeting, FCCLA Week, FCCLA Day at the Capitol, STAR Events, State Leadership Conference, and State Event Competitions.

Huntington Middle School Clubs Continued

Starbase 2.0

Faculty Supervisors: Mr. Johnson, Mrs. Head

Membership Requirements: Complete Membership Package
Teacher Recommendation

Financial Obligations/Dues: T-shirt order

Club Mission/Purpose: To enhance the learning of STEM and to engage students in group activities that will promote team building skills

Planned Activities: Starbase Robotics Competition

Future Farmers of America (FFA)

Faculty Supervisor: Mr. Ford

Membership Requirements: Open to all students

Financial Obligations/Dues: \$11.00 for State and National dues. The additional cost of Chapter t-shirt.

Club Mission/Purpose: National FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through Agricultural Education.

Planned Activities: Career Development Events (CDE) – AG Mechanics, Floral Design, FFA Quiz, FFA Creed, FFA Meats Evaluation

Partners Club

Faculty Supervisor: Coach Carson, Ms. Render

Membership Requirements: Membership fee, good grades, must not have any discipline referrals., attend minimum one Special Olympics activity

Financial Obligations/Dues: \$15.00

Club Mission/Purpose: To bring middle school students and students with disabilities together to provide training for Special Olympic sports events.

Planned Activities: Special Olympics, attend field trips with special needs classes

Huntington Middle School Clubs Continued

Ladies of Distinction

Faculty Supervisor: Ms. Askew, Mrs. Green

Membership Requirements: Complete Application Package
Attend bi-weekly meetings

Financial Obligations/Dues: \$15.00

Club Mission/Purpose: To provide a positive support system for the young ladies of HMS and connect with positive role models. Educate young ladies about topics key to their development (social skills, etiquette, self-esteem, the importance of education)

Planned Activities: Guest speakers, field trip, community service/school events



TRAFFIC: MORNING DROP OFF AND AFTERNOON PICK-UP

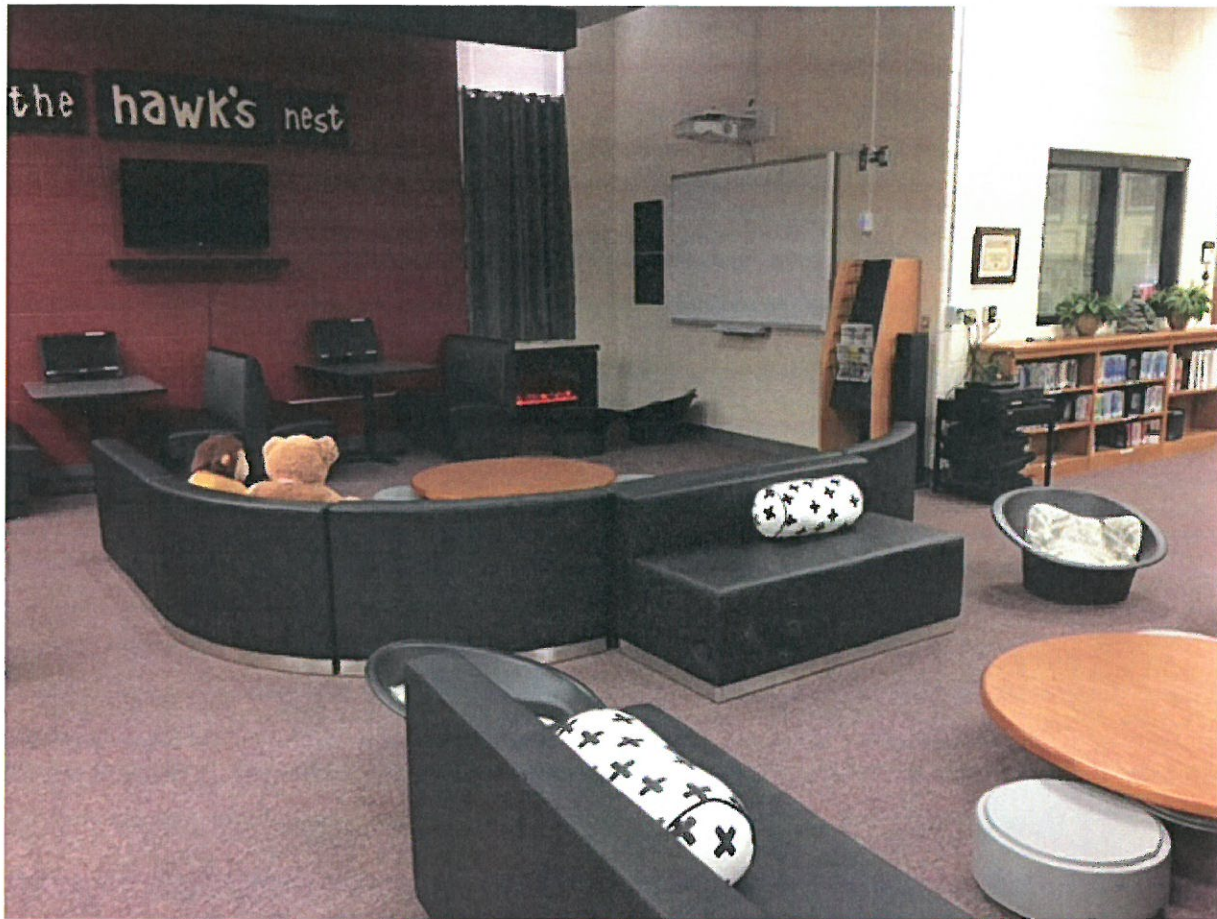
Parents please help us follow traffic instructions:

- ❖ **Keeping the students and traffic-duty teachers safe when crossing the road.**
- ❖ **Maintaining a steady traffic flow so parents can get to work on time.**

Your cooperation with these simple rules will help us minimize traffic congestion. Please...

1. **Pull all the way down to the lower lamp post in front of the gym so we can unload as many cars as possible.** This includes during rain, as students should wear appropriate clothing for rain, and teachers happily assist students with umbrellas. This will help keep traffic flowing smoothly and prevent congestion.
2. **Have students prepared to unload when you stop.** Packing book bags, giving lunch money, or signing papers should be taken care of at home. Should you need to do one of these tasks, please pull into a parking space to do it and then rejoin the traffic line.
3. **Be mindful that your music cannot be heard outside of your vehicle.** Students crossing the street may not hear an approaching car or hear a teacher's directions.
4. **Be mindful of your speed on campus, especially in rainy weather.** Expect the unexpected like another car stopping suddenly or a student running back in the street to retrieve a dropped object.
5. **Obey the traffic-duty teachers' directions.** You may not see a distraction that they do, and this will help prevent accidents.
6. **Do not drop students off in front of the school (office area) unless arriving after 7:35 am.** We understand there are exceptions, such as when your child has a major project to take inside and it is raining. However, instances should be rare.
7. **Do not park your car and leave it in the drive lanes or under the front porch of the school.** This creates congestion. Even during "non-traffic duty" times, we may have a delivery that cannot get around your car. This may also impede a medical emergency vehicle.
8. **Be mindful of students walking to school or crossing a street off campus.** Thank you!
9. **When loading and unloading students, please follow the teacher's directions to ensure the safety of your child and continuous traffic flow.**
10. **Do not change lanes in front of the gym; wait till you pass the lower lamp post.** Cars coming around the curve may not see you. Think prevention.
11. **Follow all traffic procedures even on rainy days.**
12. **Feel free to wave back to the traffic duty teachers and share a smile. ☺** They are on duty in the rain, cold, wind, and heat to keep your child - our student - safe. ☺

MEDIA CENTER HANDBOOK



2019-2020

Rationale

The Houston County Board of Education is legally responsible for the selection of all materials pertaining to the operation of the Houston County Schools.

The Board of Education directs that instructional materials, media, and equipment be selected and purchased so as to ensure that such materials are appropriate to the attainment of the goals of the educational programs of the Houston County Schools.

Programs of media services are specifically designed to assist learners to grow in their ability to find, evaluate, and apply information that helps them function fully in everyday society. The media program exists to support and enrich the school curriculum. It represents people, materials, machines, facilities, and environments – also purposes and processes. The media center serves as a learning center by making materials, equipment, and services available to the students.







Goals






The Board of Education believes that the school system should contribute to the development of the social, intellectual, moral and spiritual values of the students as well as these freedoms through the development of informed and responsible citizens.

The Board of Education believes that the students of the Houston County Schools should be provided with materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served. Materials should be provided that: a) stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards, b) will give various sides of controversial issues so that young citizens may develop under guidance, the practice of critical reading, viewing, listening and thinking, c) are representative of the many religious, ethnic and cultural groups and their contribution to our American heritage.

The Board of Education believes that principle should be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the school.

Check-In / Check-Out Procedures

-  Students may check out one item at a time unless they have lost a book. Restitution should be made before checking out again. No books may be checked out until the fine has been cleared.
-  Books checked out to students will be due in two weeks. Teachers are encouraged to return their items in a timely manner so that others may check out the materials.
-  The students may check out current magazines for two weeks with the same rules as books. Past issues may be taken for reading pleasure or for cutting pictures for reports or posters. Teachers are encouraged to check out professional magazines.
-  Professional items and various subject kits are available for teachers' use. Please make sure all items are checked out through the media center before taking materials to classrooms.
-  All equipment should be checked out/in through the media center.
-  Reading kits are stored in the media center. Kits must be checked out through the media center and returned there. Teachers are responsible for returning all books in each kit. The cost of missing books will be assigned to individual students.

-  All reference materials should remain in the media center for students. Teachers may check out reference material for the day.
-  Fines will be assessed at 10¢ per day each day a book is overdue, excluding weekends and holidays. Fines will not exceed \$5.00. Students who owe a fine may not check out a book.
-  Any student who loses a book should pay the replacement cost of the book. If the student returns the book during the school year, a refund will be given less \$2.00 for fines and/or processing. No refunds will be given after the end of the school year.
-  Internet use is for educational purposes only. Students sent to the media center to use the Internet should have a specific topic to research and a web site approved by the teacher.
-  Teachers may bring or send their material to the media center for check-in. Please place all returned items in the return cart.

Accessibility / Scheduling

- ☺ The media center is open to students every day during homeroom and on open checkout days. Teachers can plan with Ms. Blackwell to bring classes in as needed. Teachers and students are encouraged to use the media center and its resources extensively.
- ☺ The media center uses open scheduling for all classes. Teachers are encouraged to bring their classes to use the resources in the media center.
- ☺ Teachers should use the online calendar on our Sharepoint site to schedule whole-class visits. Whole-class visits should be scheduled with a specific objective in mind. Teachers should plan visits cooperatively with the media specialist and should list the purpose of the visit (research, computer skills, Internet use, magazine work, book check-out, etc.) so that instructional needs can be met effectively.
- ☺ The duty of the teacher is: a) to plan the purpose of the visit cooperatively with the media specialist, b) to maintain responsibility for the whole class during visits to the media center, and c) to participate in the delivery of instruction to meet the purpose of the visit.
- ☺ Teachers can send 2-3 individual students to the media center during open times if they have a media pass from their teacher. Please indicate on the pass the reason for the visit.











Reconsideration of Materials

When someone questions or challenges any instructional material, that person should complete a reconsideration form and submit it to the school principal. The media committee then becomes involved in evaluating the material under question. Forms may be obtained from the media specialist.

Media Committee

A media committee at each school is to be composed of administrators, teachers, students, community representatives, and the media specialist. The media committee addresses media concerns within the framework of existing policies and procedures. Committee responsibilities involve recommending media program objectives and priorities, evaluating current media services, assessing instructional materials, and fostering good public relations.

Resources / Services

-  The media center has a variety of books, magazines, electronic resources, DVDs, and professional items. Our digital resources include books, magazines, newspapers, and audiobooks. Additional magazine and journal articles can be found online at the GALILEO home page. We have 20 ipads for students to use in the media center and 5 carts with 24 mini ipads each for checkout to the classrooms. We also have 9 computer carts with 30 laptops each.
-  Available equipment for teacher resource includes Ellison die cutter, laminator, and scanner.
-  Available equipment for teacher checkout includes digital cameras, content kits, manipulatives, CD players.
-  Teachers are encouraged to meet with the media specialist to plan lessons, collect resources, and learn how to operate the equipment.
-  Teachers should have a signed form on file for each video they show in their classrooms.
-  Teachers are encouraged to request materials that support curriculum needs. Please let Ms. Blackwell know of any materials you would like to add to the media collection.
-  The daily newspaper will be available each day in the media center and should remain there for that day. Older newspapers will be kept for teacher and student use and may be taken when needed.
-  The media specialist will copy reference pages for students at 10¢ per page. Computer printed pages will also be 10¢ per page.
-  Laminating is done each morning. Please put your name on a sticky note and add to your material and leave on the laminating table in the media center. Items will be laminated and returned to teachers.
-  The media center conference room has a separate phone line for teacher use. There is also a calendar on Sharepoint for scheduling the media conference room.

Copyright Guidelines

The media centers of Houston County School Systems comply fully with P.L. 94-553 concerning responsibilities, obligations, and limitations of copyright. This compliance includes the following:

- a) work protected by copyright
- b) the exclusive rights copyright owner
- c) right of fair use
- d) library copying authorized
- e) library copying not authorized
- f) importation of copies by libraries

Two authorities used by Houston County Schools are *The Copyright Game*, 2nd ed., by Gary Becker and *Copyright Law: What Every School, College, and Public Library Should Know*, a videotape housed in the materials center. The Houston County Board of Education will not provide legal support in such a case where the person has been notified that the potential infringement existed, and the individual still has pursued utilizing the materials in such a manner as to result in infringement.

Videos used in the classroom must be documented in the lesson plan and must meet the following criteria:

- a) must be used in a face-to-face teaching situation for instructional purposes, and should support a lesson that precedes or succeeds the viewing.
- b) may not be shown for entertainment purposes or as a reward.
- c) must be shown in a classroom or other school location devoted to instruction.
- d) must be a legal copy.

Computer Software Copyright Guidelines

- a) It is illegal to make a copy of a program obtained for preview purposes.
- b) One archival, or back-up copy, may be legally made for use only when the original program becomes damaged or lost.
- c) Making copies for use in any instructional setting is illegal.
- d) Programs purchased with a single user license may not be loaded on multiple computers.
- e) Programs purchased with a multi-computer license may not be loaded onto a network.

Photocopying Guidelines

You may duplicate one copy of the following for research or teaching:

- a) a chapter of a book
- b) an article from a periodical or newspaper
- c) a short story, short essay, or short poem
- d) a chart, graph, diagram, picture, or cartoon
(except copyrighted, syndicated cartoon characters)

You may make multiple copies of the following:

- a) a complete poem if fewer than 250 words and 2 pages
- b) an excerpt of 250 words of a longer poem
- c) a complete article, story, or essay if fewer than 2500 words
- d) an excerpt of 1000 words, or not more than 10%
(whichever is less) of a longer work
- e) one chart, graph, diagram, picture, or cartoon per book or periodical

Provided that:

- *copying is made for one course only
- *one work from a single author
- *no more than 3 authors from a collected work
- *no more than 9 instances in one class term
- *copying is not of consumable works
- *same item not reproduced term to term
- *students are charged only for copy costs

Out-of-print material is still protected by copyright. A legal photocopy may be sent over fax provided the original is destroyed after transmission.

FAQs about the Media Center

1. **When is the media center open?** We open at 7:00 for teachers, 7:10 for students. We close at 3:00. Dr. Taylor has asked that no students be released from classes 2:30-2:45, so we use that time to back up our data. I am most available to meet student needs on Open Checkout Days. You can send 2-3 students at a time during homeroom M-F and during any Open Checkout Day. Fridays are used for administrative/media/technology tasks, but teachers are welcome to bring their classes in to use the library. As the schedule is adjusted during the year, announcements will be made.
2. **How do I sign up to come?** Let Ms. Blackwell know anytime you would like your class to use media resources. Two classes may come in at the same time if there are available resources. For example, one class could use encyclopedias for research while another class is using the computers to type a paper.
3. **Do I sign up for the computer labs?** There is a calendar on our sharepoint site for each lab. Use these calendars to sign up on days that are free. Your room key unlocks the labs; Helping Hawks will turn on computers each morning in labs 401 & 302.
4. **What supplies do I get from the media center?** Projector bulbs and batteries are dispensed through the media center. Everything else is in the office.
5. **Who is in charge of our school web page and social media?** Ms. Blackwell enters information on our web page, Facebook, Instagram, and Twitter. Any announcements or corrections should be brought to the attention of Ms. Blackwell.
6. **How do I get an announcement on the morning slideshow?** Email Ms. Blackwell with the information you want to be posted. (Or make your own creative slide and email it as an attachment).
7. **How do I request materials for the library?** Let Ms. Blackwell know if you would like a particular item added to our media collection. If you need instructional materials for your classroom, she will gather the appropriate information and pass that on to Mr. Wroblewski.
8. **When can students check out books?** LA teachers bring their classes on a rotating schedule to check out books every two weeks. You can send 2-3 students on their own with passes every day during homeroom and during Open Checkout Days. As the schedule is adjusted during the year, announcements will be made.
9. **Does the media specialist teach reference skills?** Definitely! There are lessons on using the card catalog, writing book reviews, choosing reference materials, etc. Teachers are encouraged to plan with the media specialist for designing additional lessons to meet your needs.
10. **How do I report a technical problem?** For any problem needing technical assistance, complete an online work order for Marcus Davis and he will get to you. Open the Incident IQ icon on your desktop and log in like you would on your computer. You may use any computer with Internet access to do this. Technical problems in one of the labs should be noted on the clipboard there and Ms. Blackwell will enter the work order.

11. **Do we have a distribution system?** Open the HCBE IPTV icon on your desktop and sign in: hms; hms0105. Click on the HAWK to see anything coming from the media center.
12. **What happens when my projector bulb blows?** Do an online work order and also email Ms. Blackwell; she will email Mr. Davis, who will replace as soon as he can.
13. **How do I sign up for the laptops or the ipads?** Email Ms. Blackwell the date you would like to use a cart. Helping Hawks will bring you the cart that morning. You will have a procedure sheet to sign and also a sheet to record student names. If there are any problems with the devices, note that on the sign-in sheet.
14. **Is there a teacher laptop I can check out?** There are 6 student laptops that teachers can use for internet access; teachers sign in as themselves. The laptops have 2 USB ports and 1 slot for an external micro SD memory card.
15. **How can the media specialist help meet my needs?** There are lots of ways to use your media specialist. Just ask!

- Plan collaboratively to design lessons that meet curricular objectives
- Identify and locate resources
- Help with a "techie" crisis
- Find professional materials for advanced learning
- Order materials
- Teach reference skills
- Ideas, ideas, ideas!
- Help with multimedia lessons
- Invite me to your SAMs meetings
- Deliver professional learning