

HUNTINGTON MIDDLE SCHOOL
PROCEDURES AND GUIDELINES
2025 – 2026



HOME OF THE HAWKS
Committed to Excellence

STUDENT NAME: _____

HOMEROOM: _____

HUNTINGTON MIDDLE SCHOOL STUDENT PROCEDURES AND GUIDELINES



HOME OF THE HAWKS

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LETTER FROM DR. MARLON J. ROBINSON, PRINCIPAL



As principal of Huntington Middle School, it is my pleasure to welcome everyone back for another great year at Huntington! We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of our Huntington Family. We want every student to succeed and we are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a middle school student, you will undergo many changes during your years here. There will be new friends, new teachers, and new knowledge. During middle school, expectations of your responsibilities and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers you will make the most of your middle school experience.

This handbook has been written to inform our students and their families of Huntington's policies and procedures. It contains important information that will allow you to better understand how your school operates. It is important to take the time to familiarize yourself with this handbook. It outlines our expectations for students and families and our shared responsibilities. We all share in the responsibility of maintaining these high standards and adhering to protocols to keep members of our school community healthy.

6th Graders- Welcome to Middle School. You will find middle school much bigger than your elementary school. You will start to build the study habits that will carry you through college. You will be learning how to manage a schedule and the dynamics of different classes and teachers. Work hard, get involved, and be a positive influence and role-model for your peers.

7th Graders- You are officially finished with your first year of middle school. Reflect on your 6th grade year and either continue with the same effort you have already demonstrated or make the necessary changes you need in order to be more successful this year. Work hard, get involved, and be a positive influence and role-model for the students who are behind you.

8th Graders- You are the leaders of our school. The tone you set as an 8th grade class will drive the culture of our school. Work hard, get involved, and be a positive influence and role-model for the students who are behind you. The more you positively influence the people around you the better your final year of middle school will be.

I wish you all a wonderful school year! As principal my door is always open. Please feel free to call and make an appointment to discuss any concerns you may have. Let me know how we can work together to continue to make Huntington a place where you can get an education and have an amazing experience. So be yourself, get excited, and SOAR like a HUNTINGTON HAWK!

Dr. Marlon J. Robinson, Ed.D.
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 AND SUPPORT STAFF

HMS Administration Team

Dr. Marlon J. Robinson, Principal
Dr. Torris Wolfolk, Assistant Principal of Discipline
Mrs. Tamara Wildes, Assistant Principal of Instruction

HMS Counselors

Mrs. Sonja Gibson, Counselor, 504 Coordinator
Mrs. Ronda Roberts, Counselor

HMS Media Center

Ms. Bianca Blackwell, Media Specialist

HMS Athletics

Mr. Otis Covington, Athletic Director

Office Staff

Mrs. Marlene Andreasen, Secretary
Ms. Jessica Colson, 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
School Resource Officer, Deputy Kirkendall
Mr. Gregory Gordon, Lead Custodian

Dr. Walter Stephens, System Title IX Coordinator



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 choices and decisions that YOU make.

Dr. Robinson's How to "SOAR 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. At Huntington, we follow the four SOAR factors that have a major impact on student success:

S - Show Respect and Be Safe

O - Observe Procedures

A - Act Responsibly

R - Rise above Expectations

Success is possible for any student who employs these four factors!!



Huntington Middle School

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.

Huntington Middle School SOAR Pledge

"Today is a new day for me. I will SOAR as a HAWK by Showing Respect and Being Safe, Observing Procedures, Acting Responsibly, and Rising above Expectations. I will make better decisions today to be a better me tomorrow. I will not waste my day."

One Unit, One Family, One Nest



HUNTINGTON MIDDLE SCHOOL POLICIES AND PROCEDURES

ARRIVALS

The school opens at 7:00 a.m. Students should not arrive on campus before 7:00 a.m.

Morning Arrival Procedures

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

1. After picking up a grab-n-go breakfast, students are to report to their homeroom class. This applies to **ALL STUDENTS** – bus riders, car riders, walkers.
2. After arriving at school students **MAY NOT LEAVE THE CAMPUS!**
3. It is the bike riders' responsibility to properly lock the bike at the designated bike rack.
4. **Loitering on street corners adjacent to campus before school is strictly PROHIBITED.**
5. **Loitering on or around school campus before or after school is strictly PROHIBITED.**

Tardies to School (After 7:30 a.m.)

Student tardiness disrupts instruction and learning for the late student and for his/her classmates. Tardiness can also affect grades and establish bad habits and should be kept to a minimum.

HOMEROOM BEGINS AT 7:30 A.M. STUDENTS NOT IN THEIR HOMEROOM BY 7:30 A.M. ARE CONSIDERED TARDY. If a student arrives after 7:30, they are required to report to the office. After checking in at the office, students will go to the cafeteria for a Grab-N-Go breakfast, then report to their homeroom. Acceptable reasons for excusable tardies include personal illness, family illness, death in the family, or certain religious activities. **More than five unexcused tardies per semester is considered excessive.** Excessive absences and tardies will be reported to the school social worker. 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.

In an effort to increase instructional time for all students, unexcused tardies will be cumulative for each semester and will be subject to the following consequences:

- 1st tardy – Warning
- 2nd tardy – Warning
- 3rd tardy – Warning
- 4th tardy – Warning
- 5th tardy – Warning and Parent Conference
- 6th tardy – Warning and Parent Tardy Contract
- 7th tardy – Silent Lunch
- 8th tardy – Silent Lunch
- 9th tardy – 3 days Administrative Detention
- 10th tardy – 5 days Administrative Detention
- 11th tardy – 1 day ISS
- 12th tardy – 1 day ISS
- 13th tardy – 2 days ISS
- 14th tardy – tardies beyond 14 days will continue to accrue ISS days and disciplinary actions as noted in the Middle School Handbook, pgs. 7-8.

Arrival Rules and Procedures

1. **Students are required to turn off and place all electronic devices, including smart watches and earbuds, in their lockers upon arriving at school. Students are not permitted to wear earbuds/headphones when entering or exiting the building. Electronic devices must remain in the student's locker until afternoon school dismissal. Refer to the "Cell Phones, Electronic Devices, Smart Watches" section in this handbook for consequences when in violation of this procedure.**
2. 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. The school will not be responsible for lost or damaged items.
3. Placing bookbags under lockers is strictly prohibited.
4. Students are not permitted to leave a class without a Smart Pass. Students must have a Smart Pass to visit the Media Center.

NOTE: Book bags are not allowed at school for the last three days of the school year.

Arrival Reminders

1. **Student(s) may not be dropped off in the front office prior to 7:30 a.m.**
2. **ALL CAR RIDERS WILL BE DROPPED OFF AND PICKED UP IN THE GYMNASIUM PARKING LOT.**
3. **Students are required to turn off and place all electronic devices in their lockers upon arrival to school.**

SCHOOL DISMISSAL

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

Unless a student is staying (with PRIOR permission from the parent) for a school-supervised extra-curricular activity that has been approved by the principal, or serving After School Detention, all students should be picked up by **3:05 p.m.**

- **Car riders** will be dismissed on the 1st bell at 2:28
- **Bus riders** will be dismissed on the 2nd bell at 2:30.
- **Walkers** will be called to dismiss on the 3rd bell at 2:40. All walkers must be off campus by 3:05.
- Students staying for **extra-curricular activities** (with **PRIOR** permission from parent) or serving **after school detention** will leave the classroom on the 3rd bell at 2:40.
- When students are dismissed, they should proceed quickly to their bus, car rider pick-up area, or walker dismissal area.
- **Loitering on or around school campus or on street corners adjacent to the campus before or after school is strictly PROHIBITED.**
- Students are **not permitted** to use cell phones or earbuds during dismissal. Cell phones should remain powered off.
- **Cell phone use is strictly prohibited while riding the bus.**
- Students attending **after-school detention** should be off campus by 3:30 p.m.

Early Dismissals

If at all possible, parents should schedule appointments after school hours. **Students may only be checked out by persons listed in Infinite Campus.** Those listed in Infinite Campus are required to show a valid picture identification each time the 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 UP THE STUDENT.**

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

Important Reminder: The office staff makes afternoon announcements at 2:20 p.m. each day. In order to minimize disruptions to the academic learning environment during classes, students will be informed of messages received during the day during their last-period class. Therefore, if parents need to leave a message for their student, please inform the office no later than 2:00 p.m.

****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.**



ATTENDANCE

The faculty at HMS believes that student success is directly related to attendance, grades, and behavior.

When a student is absent, an absence note should be submitted within three days of the student's 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.

More than **five unexcused absences per 6-week grading period** is considered to be excessive. Excessive absences will be reported to the school social worker. 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.

Students who have one or more failing grades, excessive absences, and/or SOAR consequences resulting in ISS/OSS/bus suspension will not be permitted to participate in non-athletic events, or in-school extracurricular activities, such as school dances, S.O.A.R. Celebrations, pep rallies, field trips, etc.

All make-up work incurred 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.



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.
- **Cell phone use is prohibited while riding the bus.**

Students are expected to ride the bus that they are assigned to 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, written notification from the parent must be submitted in advance and must be approved by the principal. The note should be presented to office personnel before school begins for approval, and it must include the student's name, the different bus number, the parents' signature, and a phone number for parental contact. Notes will not be approved on the bus ramp.

The following consequences 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 a consequence of 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). **The principal of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.**

Dress code policies are to ensure a safe, orderly, distraction-free learning environment is maintained in school. Dress code policies are enforced at all school-related functions, unless pre-approved notice from the principal is given.

Students not adhering to dress code policies will be required to call their parent/guardian to bring a change of clothes. **Students who are unable to contact a parent/guardian and/or have a change of clothing brought to the school 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 the 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

- Students may not wear hats, caps, sweatbands, bandanas, sunglasses, combs, picks, etc., inside the building.
- Fanny packs and backpack purses are not permitted.
- Pouches or any other type of storage items may not be worn around the waist.
- Slashes/cuts in eyebrows are prohibited.
- 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/or colors that are known to be associated with gangs.
- Outer clothing that resembles loungewear, pajamas, or underwear is prohibited.
- Clothing designed for workout/exercise, such as spandex-type clothing and/or yoga pants, is prohibited.
- Students cannot wear pants tucked into their socks or shoes, or with a band placed around the bottom of the 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.
- 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.
- Shoes/sandals must be worn at all times. House/bedroom slippers are not permitted.

Specific Dress Code Rules

- Shorts, dresses, and skirts must be mid-thigh length or longer.
- **Jeans/pants –**
 - a) If wearing jeans/pants with holes above the knee, tights must be worn underneath.
 - b) Excessive size holes (Principal Discretion) mid-thigh or higher are prohibited.
 - c) Holes in jeans/pants that allow the skin to show is prohibited.
- All pants must be worn at the waist, **sagging pants are not permitted.**
- When leggings, palazzo pants, or jeggings (including those with pockets) are worn a blouse/shirt, dress, or skirt measuring mid-thigh length at minimum must be worn.
- When wearing hooded shirts or jackets, students are not permitted to wear the hood while in the building.

- No halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type. Blouses and shirts must have shoulders covered.
- 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.
- Students are not allowed to wear plain white t-shirts
- Students are not permitted to cover up any non-compliant clothing with a jacket, shirt, or sweater.

Hair and Grooming

- Hair must be well groomed. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.
- Facial hair should be neat, clean, closely trimmed, and not be a distraction to the learning environment.

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. Any type of horseplay in the hallways is not tolerated.
10. Do not touch bulletin boards.



LUNCHROOM

***There is no cost for students' breakfast or lunch.
We encourage all students to get breakfast and lunch!***

7:00 – 7:25 a.m.

Students pick up Grab-Go breakfast from the Hawk Express or the Cafeteria. Breakfast will be eaten in student's homeroom.

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. Students will walk along the outer area of the cafeteria, not the middle of the cafeteria, to their designated eating area.
4. Students are required to sit at their assigned table and/or seat.
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.
9. Make sure all waste is in the tray and any spills have been cleaned up BEFORE leaving the table.
10. Make sure the table is clean.
11. Walk in an orderly manner to discard tray/trash.
12. If something falls off of the tray en route to the trash area, pick it up and throw it away.
13. Place all waste in the trash cans.
14. Line up to be escorted back to class in a silent manner.

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



CONFERENCES

Parents may request a conference with the Principal or Assistant Principal by calling (478) 542-2240. If parents would like to meet with a teacher, they can email the teacher directly (email addresses on the HMS website) or call the front office at (478) 542-2240 and a member of staff will email the teacher requesting them to contact the parent to arrange a conference. 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.**

In addition to receiving printed progress reports and report cards, parents can access their student's grades at any time through Infinite Campus.

***HONOR ROLL**

When computing averages for awards, the highest numerical grade to be used is 100.

"A" Honor Roll

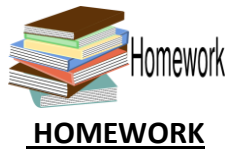
A student's combined grades, for all subjects, must average 90 or above for the year.

According to the Houston County Board of Education's promotion and attendance policy, all students must pass all four academic classes and one connection class in order to be promoted to the next grade, and must be in attendance for 95% of the school term.

2025 - 2026 GRADING WEIGHTS

Grades 6-8

GRADE CATEGORY	6TH GRADE	7TH GRADE	8TH GRADE EOG COURSE	8TH GRADE EOC COURSE
MAJOR	40%	40%	40%	40%
MINOR	30%	30%	30%	25%
DAILY	25%	20%	15%	15%
FINAL	5%	10%	15%	20%
	No Midterm. SEM 1: Final from last 9 weeks content. SEM 2: Final from 18 weeks content.	No Midterm. SEM 1 and SEM 2: Final from 18 weeks of content.	No Midterm. SEM 1 and SEM 2: Final from 18 weeks of content.	No Midterm. SEM 1: Final from 18 weeks of content. SEM 2: Final from EOG grade.



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 with an opportunity to see what their children are studying and how well they are doing.

****Parents are encouraged to use Apptegy/Canvas for updated student assignments, homework, etc.**

AFTERSCHOOL TUTORING PROGRAM

After-school tutoring is another avenue for students to receive additional support in an academic area. Students must coordinate with their teachers to schedule tutoring sessions.

Students who stay for after-school 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 3:10 p.m.**



TEST-TAKING TIPS

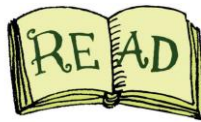
1. Relax and block out distractions.
2. Read the directions carefully and then follow them.
3. Read the whole test first. Pace yourself so that you finish.to apportion your time.
4. Read each question and answer choices twice before answering.
5. Think before you write and fully answer questions.
6. Check your paper for spelling and grammar before turning it in.

ACADEMIC HONESTY AND INTEGRITY

HMS expects students to make choices that reflect **honesty, integrity, and responsible behavior**. Students are expected to take responsibility for their own learning and be honest in all of their work. Cheating will not be tolerated, and students may face disciplinary actions for any occurrences.

ACADEMIC SUCCESS TIPS

- 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.
- Divide 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 Georgia 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 withdraw from school
3. To call home when ill
4. To visit the nurse

Student Calls/Phone Messages

- **The office phone is for emergency use only.**
- **Students are not permitted to use the phone to call for forgotten assignments or items.**
- **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

Volunteers should speak with the Parent Involvement Coordinator to request a background authorization form. This form must be completed and approved before volunteering.



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.

All visitors should report to the office upon entering the building. Visitors **must be listed in Infinite Campus and show a valid picture ID.**

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 to 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. During each school year, there are many “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.

Parental cooperation in this matter is greatly appreciated.

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 fundraising 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 orders 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 fundraising purchases. Please contact the bookkeeper as soon as a problem arises to avoid future complications.

Students who owe money to HMS will not be allowed to attend school dances or school S.O.A.R. Celebration events. Monies include overdue fines and lost/damaged book costs to the media center, lost/damaged textbooks or workbooks from the classroom.

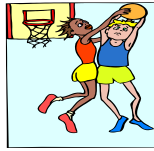


TEXTBOOK RESPONSIBILITY

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 7:00 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 paying fines. Students can log onto their Destiny account at any time during the school day to check their account status.



PHYSICAL EDUCATION

All students are required to take physical education for a minimum of one semester 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, S.O.A.R. Celebrations, pep rallies, assemblies, etc. Students who owe fines or books to the Media Center will not be eligible to attend S.O.A.R. Celebrations.

After-School Activities

A number of after-school activities will be planned for the enjoyment and social development of students. It is understood 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 to return to the event. Students will be required to leave without a 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. **Please be prompt in picking up your child from extra-curricular activities. Your assistance in this matter is greatly appreciated.** Students who are not picked up will receive a warning for their first offense. Any future violations will result in students being banned from extracurricular events for the remainder of the school year.

**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 HUNTINGTON MIDDLE SCHOOL students are allowed to attend dances, **NO EXCEPTIONS!**
- Students who are currently assigned ISS/OSS are not allowed to attend.
- Students are not allowed to go outside or to roam the building.
- Parents are invited to stay and help monitor their students.
- Vulgar music and dancing are not allowed.
- Police supervision may be provided to help ensure your child's safety.



FIELD TRIPS

As always, HMS students are expected to demonstrate respect, observe procedures, act responsibly, and rise above expectations (S.O.A.R.). Student attendance, behavior, and academic standing determine participation in all field trip activities. Students will be ineligible to attend a field trip for any of the following reasons:

- The student has ISS/OSS/Bus suspension two or more times during the semester
- The student has five or more unexcused absences
- The student is failing one or more academic classes

If a student becomes ineligible, the student/parent will be notified and refunded *if* possible.

To ensure all students are meeting field trip participation requirements concerning grades, before the designated grade cut-off as indicated in the parent letter, students need to make sure they turn in all missing assignments, take advantage of any retest opportunities, and attend tutoring if necessary. Student attendance and behavior will continue to be monitored before the field trip. Students need to maintain S.O.A.R. behavior and attend school regularly. If parents have questions regarding their students' eligibility to participate in a field trip, please contact the student's teacher.

Please note that field trip participation is at the discretion of the administration



HUNTINGTON'S PROGRESSIVE DISCIPLINE SOAR PROGRAM

The HUNTINGTON MIDDLE SCHOOL progressive 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, honesty, and pride for themselves. It is our belief that a structured and disciplined environment helps students develop self-control, character, and orderliness, and that good discipline is a cornerstone of quality education and academic success. Our common goal is to work together with parents at the onset of any discipline problems in order to help students have a positive and successful school year.

Students are expected to ask about any questionable aspect of school interaction before becoming involved.

The principals and faculty reserve the right to reprimand students when guidelines, rules, and regulations are not followed. **Principals are given wide latitude of discretion in the determination of whether the behavior is acceptable or not.**

If a student receives too many consequences in a nine-week period, he/she will not be eligible for any rewards that are given to the students for good behavior.

S.O.A.R. CONSEQUENCES - MINOR INFRACTIONS

Minor school infractions will be handled using the Progressive Discipline procedures for minor infractions. Consequences include silent lunch, after-school detention, and parent conferences. If a student receives a minor infraction, 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 an office referral.

- 1st Infraction = 1 day silent lunch
- 2nd Infraction = 3 days silent lunch
- 3rd Infraction = 5 days silent lunch
- 4th Infraction = Team Forum/Parent Conference
- 5th Infraction = Office Referral

S.O.A.R. Consequence – Silent Lunch

Students assigned silent lunch will eat in the classroom with the team teacher.

S.O.A.R. Consequence - After-School Detention

Any administrator or faculty member may assign students detention. Twenty-four hours' notice must be given to the parent and the student. Detention is held Monday-Thursday, 2:30 – 3:30 p.m. Students are kept by the after-school detention teacher or by an administrator.

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
- 2nd day missed = Assigned to In-school suspension (ISS)

After-School 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 pick up). Both parents and students are asked to be aware of the following information:

- Detention will be held on Monday–Thursday from 2:30 to 3:30 p.m.
- Students will have 5 minutes between the last bell at 2:28 and the beginning of detention. Students will 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 second day, the student will receive an office referral.
- 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 the new semester.
- 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**

SOAR Consequence – 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.

Special Considerations

1. Students who misbehave on a field trip will not be permitted to participate in successive field trips for the remainder of the year.
2. Student discipline records are cumulative for the school year.

S.O.A.R. CONSEQUENCES - MAJOR INFRACTIONS - OFFICE REFERRALS

When a student is referred to the office, he/she will be given due process and allowed an opportunity to tell their side of the incident. If necessary, written statements will be taken. All referrals will result in a phone call to the parent or guardian and/or written notification. Students may be assigned to In-school suspension (ISS), Out-of-school suspension (OSS), or Administrative Detention.

Major infractions include 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, and any other subversive infractions.

SOAR Consequence - In-School Suspension

- In-School Suspension is held only during the normal school day.
- The minimum assignment to ISS is one day.
- Students are required to turn in their cell phones and any electronic devices to the ISS teacher upon arrival.
- Students may not attend any athletic school activities while assigned to ISS (ball games, etc.). This includes school games held at McConnell-Talbert Stadium.
- Students assigned to ISS are not permitted to attend extra-curricular activities at any time school in the county.

BEHAVIOR CONTRACTS

Students who demonstrate chronic disciplinary problems and accumulate *two* office referrals will be placed on a Huntington Middle School Behavior Contract. When a student is placed on a Behavior Contract a parent conference will be held with the student, the Assistant Principal, and the student's team of teachers. Parents will sign the Behavior Contract and be provided with a copy.

CELL PHONES, ELECTRONIC DEVICES, SMART WATCHES

Students are not permitted to use cell phones, smart watches, or other electronic devices on campus.

Students are required to turn off and place all electronic devices, including earbuds and smart watches in their locker upon arriving to school.

Electronic device violations are handled in accordance with the HMS SOAR Progressive Discipline Program as follows:

- 1st Infraction – student receives a warning, the device is confiscated, and an adult must pick up the device, and the student will be placed on a cell phone contract.
- 2nd Infraction - violation of the contract - student will receive a consequence of three (3) days In-School Suspension (ISS) or after-school detention for electronic device visibility, usage, and/or ringing, and will be placed on a cell phone contract.
- 3rd Infraction – violation of contract – student will receive a consequence of five (5) days In-School Suspension (ISS) for electronic device visibility, usage, and/or ringing, and will be placed on a cell phone contract.
- Further violations will be handled in accordance with Huntington's Progressive Discipline S.O.A.R. Program.



GENERAL REGULATIONS AND IMPORTANT THINGS TO REMEMBER

1. All students are expected to abide by policies as described in the Houston Board of Education Middle School Handbook section of the HMS Student Procedures and Guidelines.
2. School telephones are for emergency use only. If a student becomes ill, they should ask for the teacher's permission to report to the office to see the med-tech. The med-tech will contact the student's parent/guardian.
3. ***Students are required to turn off and place all electronic devices, including earbuds and smart watches in their locker upon arriving at school. Students are not permitted to use cell phones, smart watches, or other electronic devices on campus.***
4. Selling at school - No items may be sold at school without the permission of the principal or his designee: all Houston County policies and procedures will apply.
5. The Huntington Middle School Administrative staff has the authority to remove students from any extracurricular activity when deemed necessary.
6. It is the responsibility of each student to acquire a Smart Pass from the teacher to be in the halls during class time. **Students found in the halls without a Smart Pass could face disciplinary actions.**
7. Disciplinary action will be taken when a student is tardy to class.
8. Progress reports dates are set by the Houston County School Board.
9. Bullying and taunting **will not be tolerated under any circumstances.** Be respectful to others at all times.
10. **Huntington Middle School is not responsible for any lost or stolen items.**
11. Do not bring large amounts of money or any valuables to school. Cameras, tablets, phones, iPods, hand-held games, or any other electronic devices are not allowed.
12. Mark all your possessions with your name using a permanent marker.
13. 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.
14. 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!**
15. Keep your valuables, including books, in your locker when not using them.

General Regulations and Important Things to Remember cont.

16. Absolutely no graffiti or drawing will be allowed on book bags, notebooks or your body.
17. **Chewing gum** is not permitted at any time.
18. School supplies can be purchased in the Media Center before homeroom/1st period begins; however, the student must have a SmartPass.
19. 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 permitted to be placed under the lockers. Book bags are not allowed at school for the last three days of the school year.
20. 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.



HUNTINGTON MIDDLE SCHOOL CLUBS

Helping Hawks

<u>Faculty Supervisor:</u>	Ms. Blackwell
<u>Membership Requirements:</u>	Members must maintain passing grades in all classes Pass a Media Center shelving test Follow instructions of Media Center staff and execute assigned tasks Report to Media Center by 7:00 a.m. on assigned day
<u>Financial Obligations/Dues:</u>	None
<u>Mission/Purpose:</u>	Students will assist Media Specialist by completing activities related to the daily operation of the Media Center.
<u>Planned Activities:</u>	Meets Monday through Friday, 7:00-7:30 a.m. Tasks include turning on computers, shelving books, organizing shelves, delivering items to teachers (book sets, etc.), and helping with book fairs

Academic Bowl Team

<u>Faculty Supervisor:</u>	
<u>Membership Requirements:</u>	High academic grades – A/90+ in all classes Follow the PBIS Matrix for good behavior Teacher recommendation required Maximum of eight (8) team members Must attend at least one practice (to be scheduled) per week
<u>Financial Obligations/Dues:</u>	None
<u>Mission/Purpose:</u>	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.
<u>Planned Activities:</u>	Meets Tuesdays and Thursdays 2:45-4:00 p.m. Houston County Regional Quiz Bowl; Georgia College State Quiz Bowl; Jimmy Carter Historic Site Competition

Huntington Middle School Clubs Continued

Family, Career, Community Leaders of America

<u>Faculty Supervisor:</u>	Mrs. Caldwell-Johnson
<u>Membership Requirements:</u>	Parent completion of application; COVID Waiver; Student Release form; Attend monthly meetings Good academic and behavior standing
<u>Financial Obligations/Dues:</u>	\$25.00; This includes the National, State, and Local dues and club t-shirt Additional fees apply for conference registration.
<u>Mission/Purpose:</u>	Dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.
<u>Planned Activities:</u>	Meets the third (3 rd) Thursday of each month or as needed, 2:45-4:00 p.m. Participation in all Georgia State FCCLA events; DISCOVER Training; Fall Leadership Conference; Fall Rally at Georgia National Fair; FCCLA Week; FCCLA Day at the Capitol, Region 7 Meeting; STAR Events, State Leadership Conference, College tours, community service; HMS end of the year celebration

BETA CLUB

<u>Faculty Sponsor/Contact:</u>	Mrs. Gibson
<u>Membership Requirements:</u>	Teacher recommendation letter Student must maintain A/B average in all academic classes No discipline referrals or truancy issues Good character and leadership skills. Student required to attend all meetings leading up to State Convention
<u>Financial Obligations/Dues:</u>	Enrollment fee of \$35.00 (\$25.00 one-time membership fee; \$10.00 activity fee) that is sent directly to the National Beta Office.
<u>Mission/Purpose:</u>	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.

BETA CLUB CONT.

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: Meets every third (3rd) Wednesday, 2:45-3:45 p.m.
Community service project – 1st and 2nd Semester
State Beta Convention in December; celebrate National Beta Week in March; canned food drive, and other community service fundraisers

Fellowship of Christian Athletes **FCA**

Faculty Supervisor: Mrs. Clark-Lee

Membership Requirements: None

Financial Obligations/Dues: None

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: Meets every Monday, 7:00 a.m., room 304
Fields of Faith; other school-wide activities.

Future Farmers of America FFA)

Faculty Supervisor: Mrs. Ford

Membership Requirements: Open to all students, meeting attendance

Financial Obligations/Dues: None

Club Mission/Purpose: National FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier

Future Farmers of America – FFA cont.

leadership, personal growth, and career success through Agricultural Education.

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

Anchor 4-Life

<u>Faculty Supervisors:</u>	Mr. Roberts
<u>Membership Requirements:</u>	Students selected by teachers and counselors Student required to maintain A/B average in all academic classes No discipline referrals or truancy issues Attendance at monthly meetings
<u>Financial Obligations/Dues:</u>	No fees
<u>Club Mission/Purpose:</u>	Provide leadership opportunities; teach and reinforce life skills to better connect with peers and community during transitions; build confident leaders who inspire others by contributing to a caring and supportive environment.
<u>Planned Activities:</u>	Meets once a month on a Wednesday (dates to be determined), 2:45-3:45 p.m. Student tours; facilitate Second Step lessons; peer mediation; community service projects

Girl's EmpowerMent (GEM)

<u>Faculty Supervisors:</u>	Mrs. Gibson
<u>Membership Requirements:</u>	Females only No discipline referrals or truancy issues Passing all academic classes Attend minimum of two (2) meetings per month
<u>Financial Obligations/Dues:</u>	None
<u>Club Mission/Purpose:</u>	Encourages females to create their own physical activities; builds self-esteem and confidence in oneself; empower girls to become the best version of themselves
<u>Planned Activities:</u>	Meets every other Thursday, 2:45-3:45 Workouts; Yoga; Pilates; Wallang; 5K run in Fall and Spring

Technology Student Association

<u>Faculty Supervisors:</u>	Mr. K. Townsend
<u>Membership Requirements:</u>	Complete application; attend and participate in monthly meetings, Release of Liability form; Photo Release form; student required to be in good standing academically and behaviorally.
<u>Financial Obligations/Dues:</u>	\$25.00-this includes the National, State, and Local dues and club t-shirt Additional fees apply for conference registration.
<u>Club Mission/Purpose:</u>	Prepare students to be leaders and responsible citizens in a technological society through co-curriculum activities within technology education programs.
<u>Planned Activities:</u>	Monthly meetings held the second Wednesday of every month, Attend Jekyll Island Leadership Conference, Athens State Conference, Tech Day at the Georgia National Fair, community service events, Technology and engineering activities

HMS Sports Club

<u>Faculty Supervisors:</u>	Coach Covington, Athletic Director; Mr. Harvey, Coach Roy Johnson, Ms. Jacobs, Mr. Ragin, Ms. D. Todd, Ms. Cherry, Ms. M. Askew, Coach Carson, Mr. Foreman
<u>Membership Requirements:</u>	6 th and 7 th grade students Interested in learning about various recreational and competitive sports
<u>Financial Obligations/Dues:</u>	\$25.00 membership for club apparel and supplies
<u>Club Mission/Purpose:</u>	To educate students on the rules and mechanics of various recreational and competitive sports
<u>Planned Activities:</u>	Meets Monday's and Wednesday's or Tuesday's and Thursdays, 2:45-4:00 p.m.; Softball; soccer; basketball; flag football; baseball; tennis; pickleball; Badminton; volleyball; track & field; golf; disc golf, competitive cheer



TRAFFIC: MORNING DROP OFF AND AFTERNOON PICK-UP

Parents please help us by following all traffic instructions below

- ❖ **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 should not 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 7:30 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 awning 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. ☺