



10665 Haynes Bridge Road

Alpharetta, GA 30022

470-254-7030

Motto

“Excellence Always”

Mission Statement

Haynes Bridge Middle School provides a safe and supportive learning environment that equips all students with the essential skills and depth of knowledge necessary to be productive and successful in a global community.

Website	PTA Website	X	School Symbols	EAGLE Traits
www.haynesbridge.com	www.hbmspta.com	@HBMSLeadEagle	School Mascot: Regal the Eagle School Colors: Red and Royal Blue	Engaged Accountable Goal-oriented Leader Enthusiastic

About Us

Staff Member	Role	Email
Mrs. Lauren Malekebu	Principal	malekebu@fultonschools.org
Dr. Donna Alexander	Assistant Principal <ul style="list-style-type: none"> • Students: 8th grade and 7th M-Z • ESOL • Counseling • Literacy and Science 	alexanderdl@fultonschools.org
Mr. Joshua Dove	Assistant Principal <ul style="list-style-type: none"> • Students: 6th grade and 7th A-L • Special Education • TAG • Math and Social Studies 	dovej@fultonschools.org
Ms. Becky Chang	Counselor & 504 Chair <ul style="list-style-type: none"> • Students: 8th grade and 7th A-L 	changb1@fultonschools.org
Ms. Tiffany Hudson	Counselor & 504 Chair <ul style="list-style-type: none"> • Students: 6th grade and 7th M-Z 	hudsontc@fultonschools.org
Ms. Alicia Galloway	Graduation Coach	gallowaya@fultonschools.org
Ms. Autumn Williams	Social Worker	Williamsa43@fultonschools.org
Mrs. Connie Sestan	AVID Coordinator	sestan@fultonschools.org
Mrs. Aysha Farooqi	Media Specialist	farroqia@fultonschools.org
Mrs. Tomeki Lavender	Instructional Support Teacher (IST)	lavendert@fultonschools.org
Mrs. Sharon Miller	Clinic Aide	Millers2@fultonschools.org
Mrs. Gina Tatum	Cafeteria Manager	Tatum@fultonschools.org
Mrs. Hiba Bawji	Math Lead	Bawjihb@fultonschools.org
Ms. Lakiva Dew	Literacy Lead	Dewls@fultonschools.org
Mrs. Cathy Riley	Science Lead	Rileyc@fultonschools.org
Mr. Garrett Springsted	Social Studies Lead	Springstedg@fultonschools.org

Ms. Pam Carbonell	World Languages Lead	Carbonellp@fultonschools.org
Ms. Ashlynn Dowell	Athletic Director	Dowella@fultonschools.org
Mr. Alton Bryant	Campus Security Associate	Bryanta3@fultonschools.org
Officer Joyce Myrick	School Police	Myrickj@fultonschools.org
Mrs. Jennifer Hazelwood	Data Clerk (Scheduling)	Hazelwoodj@fultonschools.org
Mrs. Keelie Eccleston	Front Office (Attendance)	Ecclestonk@fultonschools.org

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Agendas

Every student is encouraged to bring an agenda to school.

- Make it a habit to update your agenda regularly. Write down assignments, test dates, and any other important events as soon as you receive them
- Start each day by writing down your learning goals in your agenda. This can help you remain focused and motivated throughout the day
- Write down homework and project due dates in your agenda. This ensures that you don't miss a due date and helps you plan what needs to be completed each evening
- Write reminders in your agenda for upcoming deadlines or events. This can help you prevent procrastination and ensure that you remain on track with your commitments

Arrival/Dismissal

Arrival

The school welcomes students beginning at 8:25 AM each morning. There is no supervision prior to 8:25 am (unless it is a prescheduled club or tutoring session).

- Students arriving between 8:25 and 8:40 AM are directed to proceed to the cafeteria or gymnasium.
- Only students who are eating breakfast can go to the cafeteria.
- Students must remain in the arrival area until they are dismissed to class.
- Prior to 8:40 AM, students must obtain a teacher-written pass before reporting to any teacher.

At 8:40 AM, students are dismissed from these areas to transition to their classrooms. Students may continue to go to the cafeteria to pick-up breakfast until 8:55 am.

If a student arrives after 8:55am, a parent/guardian is expected to sign the student in at the front office. A student is considered tardy if they arrive after 8:55 am.

Dismissal

Dismissal runs from 4:05-4:30pm . Students are required to remain in their classrooms until an official announcement is made. Dismissal is conducted in stages, with walkers, bikers, and car riders being released first, followed by bus riders.

If you need to pick your child up early from school:

- Email Ms. Eccleston ecclestonk@fultonschools.org to inform the front office.
- It is best to make all early pickups take place after 12:30 so that your child's daily attendance will not be impacted.
- To minimize disruptions during dismissal, we do not allow early pick up after 3:45.
- All parents/guardians who arrive after 3:45 will need to remain outside until dismissal begins at 4:05.

Car Rider Process

- Staff are placed at specific locations on the car rider duty to ensure quick, safe student dismissal.
- During dismissal, everyone will cross at the yellow crosswalk and only when notified by the crossing guard (students, parents, and staff alike). This ensures that everyone is safe, and that dismissal runs quickly and smoothly.
- For student safety, students should not walk down the middle of the road between cars. Students should remain on the sidewalk/grass.
- The only students who should walk past the awning should be walkers and bike riders. All others will wait under the awning for their car to pick them up.
- When cars are moving, students should not stop their cars to get in. All cars should continue forward until stopped by a staff member.
- When stopped, cars should not be on the yellow crosswalk, this gives students room to safely cross where they are supposed to.

- If you plan on parking and waiting for your child at the flagpole, please park at the upper parking lot and walk down the path to the flagpole. Due to safety concerns, the parking lot directly across from the front door is not accessible during dismissal time.
- Students are only allowed to cross the street if a parent or guardian is at the flagpole. Students are not permitted to go past the hill for dismissal. If a parent/guardian chooses to park beyond the hill, they must meet their child at the flagpole.

Attendance

Regular attendance is expected at HBMS. When a student is absent for any reason, a note from the parent must be submitted to the front office within five days after absence. If your child is going to be absent, send in a note or email Ms. Eccleston at ecclestonk@fultonschools.org with the reason for the absence.

Attendance Descriptions

- An **excused absence** is a personal illness, illness, or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.
- An **approved absence** should be pre-arranged with the principal or designee before the absence occurs. Approved pre-arranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to between the parent and the present and/or his/her designee.
- An **unexcused absence** is an absence that has not been excused or approved. It includes truancy, class cuts, or absences not approved prior to the absence.
- Students can substitute up to 5 absences per semester (a max of 10 per year) with a **Remote Learning Day** by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.
 - To be marked present, work must be submitted within 2 days of absence.
 - Students may not use a remote learning day on a test day.
 - Parent/guardian or student must notify each (A/B) teacher before the start of the instructional day.
 - For a Remote Day, you must submit this [FORM](#) for approval, notify each of your child's teachers for each day your child is out, and ensure your child keeps up with all work during their absence.

A student is expected to make up work missed due absences. It is the student's responsibility to initiate communication with their teachers about make-up or missing work. Contact should be made prior to an approved absence.

Tardy to Class

Students are expected to be on time for all classes. If late, a student must have a pass to not be counted as a Tardy.

- Tardies to class will result in a PBIS Reminder (See PBIS Section for more information on Reminders)

Awards

At HBMS, we believe in recognizing and celebrating the diverse talents and achievements of our students. Our awards program honors excellence in academics, leadership, and extracurricular activities, encouraging all students to strive for their personal best. Explore the various awards available and discover how you can be acknowledged for your hard work and dedication.

Academic Awards

- *Honor Roll* recognition requires that a student earn all As and Bs for the semester.
- *Super Honor Roll* recognition requires that a student earns all As for the semester.
- Students are provided with a certificate.

Attendance Awards

Excused and Unexcused absences impact a student's overall attendance rate. Each quarter the attendance count will start over and students can earn an award for being present on all/most days.

- *Perfect Attendance* is awarded to students who have not missed any school days each quarter. Remote Days do not count as absences.
- *Excellent Attendance* is an award that recognizes students who have missed no more than one or two days per quarter.
- Students are provided with a certificate.

Character Awards

The *EAGLE Awards*, given quarterly at HBMS, honor students who exemplify our core values of being Engaged, Accountable, Goal-Oriented, Leaders, and Enthusiastic. These awards recognize students who consistently demonstrate these traits, inspiring their peers and contributing positively to our school community. The grade level teachers choose four students, to represent the grade, for each trait, each quarter. Twenty students, in total, are recognized for the grade level each quarter. Students are provided with a certificate and a treat.

8th Grade Awards

- *The Jamie McHenry Character Award* is awarded to a student who exhibits kindness and empathy toward others, is a good friend and classmate and demonstrates leadership qualities
- *President's Award for Educational Excellence* (flag neck ribbon and presidential pin) - Superior grades (all A's) for five consecutive semesters and high achievement scores on a nationally normed test (85+ on iReady Reading/Math)
- *Soaring Eagle Award* - Academic and behavioral excellence
- *Rising Star Award* - Continued perseverance; academic improvement
- *MS Super Honor Roll Recognition* (blue/white neck ribbon & medallion) - Five consecutive semesters with all A's
- *MS Honor Roll Recognition* (red/white neck ribbon & medallion) - Five consecutive semesters with all A's & B's
- *Principal's Award* — Exemplifies E. A. G. L. E attributes

Cafeteria

The school cafeteria offers several choices of nutritional, well-balanced meals each day. Breakfast and lunch programs are available to each student. Breakfast is provided between 8:25-8:55 am. Students must have money in their cafeteria account or qualify for free/reduced lunch to get a meal. Cafeteria accounts are not to be shared among students; purchasing food for others and sharing food is prohibited.

If a student forgets lunch, a parent/guardian must put funds on the cafeteria account or bring up a meal by 11:15 am. The school will not accept food from food delivery services.

Glass bottles are not permitted for safety reasons. All food and drinks are to remain in the cafeteria.

Calendar

You can access the FCS (Fulton County Schools) calendar [HERE](#). This calendar will inform you on the dates that school is open/closed.

At HBMS, we work off an A/B Block schedule. Each day of our year is either an A Day or a B Day. Students have one set of classes on A Days and a different set of classes on B days. The only class students have every day is Homeroom (3rd period). Each semester always begins on an A day. The A/B Day is posted on our website and included in the weekly newsletter.

Canvas

Canvas is our school's Learning Management System (LMS), where students can access course materials, submit assignments, check grades, and communicate with teachers. It is the central hub for managing all class-related activities and staying organized. Students will access Canvas through ClassLink.

Parents will have access to the student Canvas account as an observer. Learn more about Canvas at the links below.

- [FCS Canvas for Families Site](#)
- [About the Parent Canvas Account](#)
- [How to Create an Observer Account](#)
- [Student/Observer Guide](#)

Clinic

The HBMS clinic is staffed by a clinic assistant during the school day. Students must have a pass to visit the clinic. First aid and medications will be administered in the clinic as needed.

Medication will not be administered to students without the appropriate Fulton County forms on file in the clinic. Prescription medication must have a form signed by a physician, while over-the-counter medication requires a form

signed by a parent. All medication must be clearly labeled in its original container and brought to the clinic. Students required to carry emergency medication must have the proper paperwork completed with the clinic.

Communication

Community Communication

Each week a newsletter is sent via Blackboard to the emails listed in Infinite Campus. This newsletter provides information on events for the upcoming week, celebrations, assessment/curricular information, school information/policies, community events and opportunities, and other information that may interest our families.

Contacting Staff

The quickest way to connect with a staff member is via email. You can find all the staff email addresses on the HBMS website directory. Please give staff 1 business day to respond to you. If you do not hear back, the staff member may have missed your communication. Reaching out as a reminder is helpful if the email was missed. If you still do not hear back, please reach out to one of the administrators so that we can inform the staff member of your communication.

Staff have access to make phone calls and hold virtual conferences on TEAMS. Please let the staff member know your preference for communication.

Concerns

The quickest and most effective way to resolve a concern is by addressing it at the most direct level.

1. Teacher: Talk to the teacher/adult that the concern involves. Most concerns are resolved at this level
2. Counselor/Content Lead/Graduation Coach: If the concern is not resolved with the teacher, talk to a counselor/content lead/Graduation Coach for support with the issue
3. Assistant Principal: If the issue is still not resolved, talk to your child's assigned assistant principal
4. Principal: If working with the AP does not adequately resolve the issue, reach out to the principal
5. Zone Superintendent: If, after following the first four steps, your issue has not been resolved, please contact the Zone 5 Superintendent

Counseling

Middle school is filled with new experiences, changes, and sometimes difficulties. As you attempt to navigate middle school, the counseling department is eager and willing to help support your academic, social, and emotional well-being.

- Academic Support: Study Habits; Time Management; Goal Setting
- Career & College Planning: Career Exploration; College Exploration; High School Planning
- Social & Emotional Support: Friendship Concerns; Bullying; Stress Management; Family Concerns
- Conflict Resolution: Peer Mediation; Restorative Circles; Problem-Solving Strategies

How can I access counseling services?

- Complete a counselor request form which can be found on the HBMS [website](#).

Cyberbullying

Cyberbullying happens often without many of us realizing what our students are exposed to. This can take place from anonymous accounts which makes it challenging to stop.

- Review your child's social media accounts for concerning messages.
- Remind your child(ren) that they should never follow anonymous accounts (the people posting are looking for attention)
- Guide your child(ren) not to believe and/or repeat anonymous rumors that are posted online.
- Report social media accounts where bullying occurs to block the account.
- You can find some guidance [HERE](#) for handling cyberbullying. If your child has been victimized, we have two counselors on staff, Ms. Chang and Ms. Hudson, who can provide your child with support.

Dances

School dances at HBMS are lively and fun events where students can socialize, enjoy music, and create lasting memories with friends. These dances, held throughout the year, provide a safe and supervised environment for students to unwind and celebrate together.

HBMS typically hosts three school dances throughout the year—Fall, Winter, and Valentine's—open to all students. Additionally, there is a special 8th Grade Dance exclusively for our 8th grade students, celebrating their time at HBMS before they move on to high school.

Students must have a signed permission form and transportation plan to stay for a dance. Students can bring a change of clothing (that follows the dress code) to school for the dance. If there is a fee for the dance, it must be paid to stay for the dance.

Deliveries

Parents may drop-off items at the designated cart outside the school. Parents are requested to write the student's name on the blue slips provided outside the school entrance.

- We periodically go outside to bring in items and leave them in an area for students to pick up during transitions.
- Students are not allowed to check their phones during the day, please do not text/call them to notify them that an item is at the school. They would be breaking a school rule by checking their phone.

Devices

- All students are required to use an FCS device for testing and Classwize

- Each student will be issued a laptop for instructional use.
- Device may not be used for any purposes that do not align with the classroom instruction and directions from the teacher
- Students may not use the device to play any type of game (unless directed by a teacher for instructional purposes)
- Fees will be assessed for any damage to the device or lost/stolen items
 - \$30 for lost/damaged accessory
 - \$100 for damaged device
 - \$250 for lost/stolen device
- All families must sign the FCS Device Agreement Form that is found in Infinite Campus with all other FCS forms to sign

For more information:

- [FCS Device FAQs](#)
- [FCS Device Expectations](#)

Dress Code

- Clothing must cover the body from the neck to the thigh (shirts must fully cover the midriff area)
- Undergarments must be covered
- All shirts must cover the shoulders (4 fingers wide for sleeveless shirts) and the midriff. If a student lifts their hands and you can see skin in the midriff region, the shirt is too short.
- Shorts must cover the buttocks. If a student moves (bends over, sits down, walks quickly) and the shorts expose the buttocks, the shorts are too short. The sides of the shorts must also be as long as the buttocks meet the thigh. If not, they are too short.
- Messages/pictures of/promoting drugs, violence, weapons, sexual content, hate, or anything that administration deems inappropriate are not permitted
- Shoes are required
- Hoods must stay off head
- Hats are not permitted to be worn in the building
- Costumes are not permitted

If a dress code rule is violated, the student must change into school-appropriate clothing. If they do not have something to change into (and we do not have clothing for them), they can call home for a change of clothing. They will have to wait in In-School Suspension (ISS) until the appropriate clothing arrives at school.

P.E. Uniforms

HBMS Physical Education classes take place in our gym and on the back field. For the upcoming year, students with Physical Education on their schedule must change into a PE uniform for class. Participating in PE often results in sweating

and a PE uniform will allow students to be in clean clothing once they are finished with their PE class. The uniform also allows the teacher to quickly identify that all students on the field are part of the class.

The PE uniform is defined as a gray shirt, black shorts/pants, and sneakers (closed toed/rubber soled shoes). There is a locker room for students to change for the class period. A lock is provided by HBMS for students to use. PE uniforms should be brought home at least 1x per week to be washed.

The PE teachers will review these expectations with students the first week of class each quarter. Students need to have the uniform by the second class of the quarter. If a student does not change out, they will be given an alternative assignment for the day.

Georgia Milestones Assessments (GMAS)

The GA Milestone's Assessments (GMAS) will be administered to all students, beginning the end of April. The GADOE explains purpose of GMAS as an assessment system that is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of English language arts, mathematics, science, and social studies. Importantly, Georgia Milestones is designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or the next endeavor (college or career). As such, Georgia Milestones serves as a key component of the state's accountability system – the College and Career Ready Performance Index (CCRPI).

In addition to the information above, regarding how the results are used, the data is used to assess class placement and supports (both remediation and enrichment) that are provided to each student for the upcoming school year. It is important that every student does their best on any assessment they take, including the GMAS.

Resources to learn more about the assessment and help students be prepared to take the assessment in April/May.

- [GA Milestone's Assessment System Overview](#)
- [GA Milestone's Q and A: English](#)
- [GA Milestone's Q and A: Spanish](#)
- [Study Guide](#)
- [GADOE Parent Page](#)
- [Test Practice and Online Guides for Science, Social Studies and Math](#)

Grading Policy

FCS Middle School Grade Policy

Grading Scale

- A=90-100
- B=80-89
- C=70-79
- F=0-69

Grade Reporting

- Grades will be available in Infinite Campus and Canvas for students and parents to review.

Grading Categories

- **Major Assessments:**
 - Weight of 50% (55% for HS Courses)
 - An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor Assessments:**
 - Weight of 40% (35% for HS Courses)
 - An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- **Practice:**
 - Weight of 10%
 - Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Non-Academic Skills

This is feedback provided to students/parents/guardians in areas beyond academic mastery and are reported in a separate section from academic performance. Feedback is given to students and parents/guardians every 9 weeks on the progress report.

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

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

Recovery

All students will have the opportunity to recover any major assessment with a score <75%.

- The student must inform the teacher that they would like to take a Recovery assessment
- One recovery attempt per assessment
- Students are eligible to earn a replacement grade on a recovered assessment no greater than a 75%.
- The highest grade (between original and recovery) will be the final grade
- Recovery must be completed before the next major assignment/assessment is given or five school days before the end of a marking period.

Late Work

Late work is marked with an M (for missing) and receives “0” points until turned in. A loss of 5 points per class session that an assignment is late will be deducted for late work (with a maximum late deduction of 15 points) once it is turned in. A student has until the final day of the unit to turn in any missing work for a grade.

Academic Honesty

If there is proof that a student has cheated on an assignment, the behavior will be handled with a Reminder or the FCS Code of Conduct (Rule 9a).

The assessment/assignment will receive a zero until an alternative assignment is completed. The teacher will communicate with the student and contact the parent regarding the cheating and the alternative assignment.

Intramurals/Extramurals/Clubs

Intramurals are open to all students in 6th, 7th, & 8th grades. Intramurals are designed to encourage participation and promote fun. This is a free non-commitment program. Every student must have an intramural permission form filled out by a parent or guardian to participate. These are available in the front office or with any coach.

Sports offered: table tennis, badminton, volleyball, basketball, & many more.

Extramurals are teams comprised of 7th and 8th grade students who compete against neighboring schools in athletic competitions. Tryouts are held for soccer, volleyball, and basketball. For tennis, tumbling and track, students are placed based on recommendations from coaches and student interest. All teams hold practices several times a week and vary based on coaches.

Proof of insurance, physical, concussion, cardiac arrest and transportation form are required to participate in extramural activities. Physicals are only good for one year from the exam date. Packets can be picked up from the front office or any coach.

You can find this year's Athletic Calendar [HERE](#)

All participants must have a ride in the carpool lane by **5:15** for after school practices.

Spectators at Events

- Students must return home after school before attending an event
- For all student spectators at FCS Basketball Games, a student must be accompanied by a responsible adult to attend a game.
- At HBMS, it is expected that all students who attend to have a responsible adult with them. The adult is responsible for ensuring each of the students they are chaperoning has a ride home and stay with the student until the ride arrives.
- If a student arrives without a responsible adult, they will need to call an adult to join them or pick them up. They will be required to wait in the front office until the adult arrives.

Clubs are offered for students before and/or after school. A full listing of these clubs and activities will be available during the fall and opportunities will be provided for students to enroll in these activities. The counselors have all Club information.

Students interested in starting a club can stop by the counseling office and pick up a club request packet. For clubs to be approved there must be at least four students to join, and a staff member must serve as a sponsor.

- Click [here](#) to see how to start a club
- Click [here](#) for the club request form

I-Ready

Diagnostic Assessment

- It is an adaptive assessment that identifies students' strengths and opportunities for growth. That information helps determine how to best support learning. Watch this [video](#) to learn more.
- It is administered 3x per year: Fall, Winter, and Spring.
- The data from the Diagnostic is used for Math and Literacy teachers to make instructional decisions for planning, it is used for placement in Reading/Support Math/Extended Learning/Advanced Classes and is used to communicate with students where they are and what their growth goals are for the year.
- To see student results, view [HERE](#) for directions

Pathway Lessons

- All students are expected to complete 30 minutes of Reading and 30 minutes of the Math Pathway each week. There is time provided during the SSS/Flex Class each week. Students receive an iReady Reading and Math grade in the SSS/Flex Class each week.
- Pathway lessons are based on a student's level from the most recent Diagnostic Assessment. Each pathway adapts to a student's success and/or failure on completion of the pathway lessons.

Reading and Math iReady Grading Scale

Grade	Minutes	Lesson Passed
100	30+	1
90	25-29	1
80	20-24	1
70	15-19	1
65	15+	0
M	<15	NA

To make up an “M,” a student must complete an additional 15 minutes in an upcoming week for the M to change to a 70.

Lockers

Lockers are available as an option for students to store their belongings during the school day. Lockers are available for a \$ 20 fee. Students can visit their lockers at the assigned times during arrival, 3rd period, and during dismissal.

Lockers are only to be used to store items that are appropriate for school. Administration can enter any locker, at any time if needed.


Media Center

The Media Center offers a diverse collection of books designed to inspire and engage middle school students. The collection includes fiction, non-fiction, and young adult books. A signed permission slip from a parent or guardian is required for students to check out young adult books. Additionally, the Media Center provides makerspace activities that encourage creativity and innovation. This space is dedicated to fostering a love of reading and learning in a welcoming and supportive environment.

Positive Behavioral Interventions and Supports

At Haynes, we are committed to teach, reinforce, and acknowledge appropriate student behaviors and expectations. We use the Positive Behavioral Interventions and Supports (PBIS) Rewards digital platform to help create a safe and effective learning environment and improve student behavior. Students are always expected to: "BE READY, BE RESPONSIBLE, and BE RESPECTFUL". These behavior expectations are defined, communicated, and taught during the first week of school. The matrix below outlines the school-wide expectations at HBMS.

The Eagle Way

	In the Hallways	In the Cafeteria	In the Classroom	In the Restroom	During Recess
RESPECTFUL of myself, others & school!	Walk on the right side Be mindful of others Use appropriate language & volume	Be courteous to staff Follow line expectations Use appropriate language & volume	Be kind Focus on lesson & class tasks Respond appropriately to adults	Give others privacy Use appropriate language & volume	Avoid horseplay, & inappropriate touching Do not litter Use kind words & actions
RESPONSIBLE with all materials necessary for success!	Agenda in hand Keep halls clean	Get all items for meal before sitting Clean up after self	Be organized & prepared Have all required materials with charged device	SmartPass Remember your purpose- In & Out Clean up after yourself Return to class quickly	Bring in all items (Equipment, personal items, etc.) Use the restroom before coming to recess Stay in designated area
READY to follow rules & procedures!	Listen & follow directions Keep hands & feet to yourself	Listen & follow directions Ask for permission before leaving seat	Listen & follow directions Adhere to teacher's classroom matrix	Have a pass during class time Wash your hands	Stay with your class to & from recess Stop playing, and find teacher at the whistle Follow all adult direction

The PBIS Rewards platform is used to recognize and identify scholars who do and do not meet behavior expectations.

As a parent, you can monitor your child's progress and stay engaged with the **PBIS Rewards Parent App!**

1. Download it for free on Google Play, the App Store, or Amazon Apps. Adding your child is simple. You should have received an email with a code for your child's account. We learned that some parents got the account information for a different student. We identified there was an error in the data upload. If you are one of those parents, please email Ms. Galloway at gallowaya@fultonschools.org to get your account corrected.
2. Open the PBIS Rewards Parent App and scan the QR code given in your email. If you have multiple scholars using PBIS Rewards at their school, you will be able to add each one separately.
3. Once your scholar is added to your PBIS Rewards Parent App, you will be able to see how many points they have earned, which teacher rewarded them, and how they are spending their points.
4. The App also has a convenient way to respond to messages sent by your scholar's teachers.
5. You will be able to see if your student receives any reminders/minor infractions.

Watch [HERE](#) for more information

REWARDS:

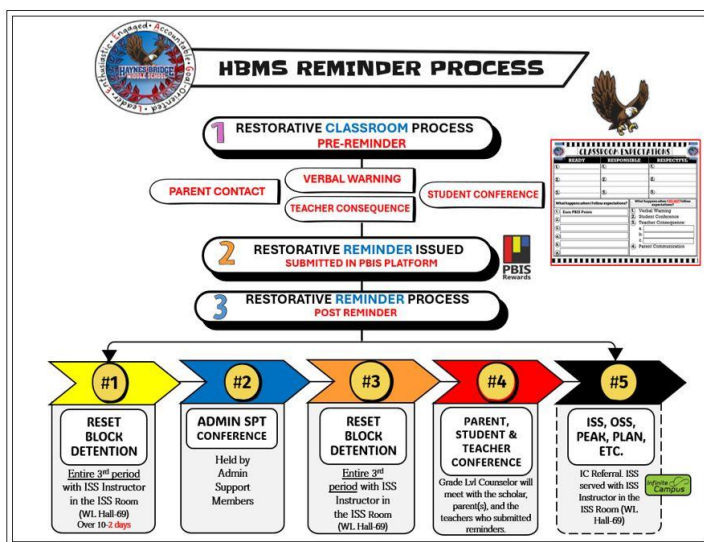
When behavior expectations are met, scholars can earn rewards throughout the day by meeting behavior expectations. Students can earn up to 9 points per class period: 3 points for being Ready, 3 points for being Responsible, and 3 points for being Respectful. These rewards are in the form of electronic points. Points can be redeemed for privileges, tangible items, and access to events.

REMINDERS:

Each teacher has an established set of classroom expectations that are taught to students. If a student is challenged with following those expectations the teacher will proceed with the following actions:

- Verbal Warning: If you do not follow the expectations, you will first receive a verbal warning from your teacher.
- Student Conference: If the behavior continues, you will have a brief conference with your teacher to discuss the issue and how to correct it.
- Teacher Consequence: The teacher will assign a consequence, such as a change in seating or a loss of a privilege.
- Parent Communication: Throughout the process, the teacher will contact the parent/guardian to inform them of the concern.
- Reminder: If the problem continues, a formal reminder will be submitted, and the steps below will be followed.

Reminders for minor infractions may include tardies, dress code, off-task, low level technology violations, profanity, work refusal, not following directions, disruptive behavior, etc. The consequence system for reminders is as follows:



Major behavioral infractions will result in an office referral. Familiarize yourself with the Fulton County Code of Conduct found [HERE](#).

Strategy to Support a Student Making a Bad Decision: STAR: Stop, Think, Act, & Reflect

- **STOP:** Press the pause button and evaluate the situation and what is going on.

- What could happen if you do not stop? Encourage student response.
- If you do not stop, you are more likely to just react than respond
- Have you ever done something impulsive? Encourage student response

Often, we regret impulsive decisions because that can lead to negative consequences, or we end up thinking back about how we wish we did not do or say that certain thing.

- **THINK**-Consider what and who is influencing you?
 - Am I doing this to gain the approval of others or to make myself look good?
 - What is driving me to make this decision? Cost/benefit analysis (pros & cons)
 - What would be the positive or negative consequences of this decision?
 - Think about what you would like to see happen because of the decision you are about to make. Consider the options and make a plan of action based on the best possible outcome.
- **ACT**
 - Do not get stuck in paralysis by analysis. Execute the decision to the best of your ability. You have done the thinking now get on with the doing.
- **REFLECT**
 - What can you learn from reflecting on a decision? Encourage student response. You might ask yourself questions like these:
 - Did the outcome match what I wanted?
 - How could I do things differently next time?
 - Was the outcome beneficial for everyone involved?

Consider trying to reflect through journaling, talking to a friend, or discussing with a parent, family member, or mentor.

Personal Communication Devices

Students may bring a cell phone to school with them each day. The cell phone/PCD cannot come out or be used during the school day.

Expectations for Cellphones/Personal Communication Devices (PCD):

- Phones/PCDs may **NOT** be used from the time a student enters the school until dismissal.
- Phones/PCDs may not be out or on during the school day.
- If a staff member sees a student with a phone out or on, they will:
 - Give the student a warning the first time and document in the Reminder system
 - Repeated cell phone infractions will lead to the cell phone being collected and potentially losing the privilege of carrying a cell phone to school.
- If a student uses a cell phone/PCD to create a disruption at school or take video of an incident at school, they will lose their privilege of carrying a cell phone to school.
- Students may look at their cell phone/PCD when dismissal begins to check for any changes on how they will be getting home.

Parents/guardians please refrain from calling/texting your child during the school day (that will cause them to break a rule if they read or respond to the communication before dismissal)

During the times that the cell phone is allowed (dismissal, field trips, etc), students are not allowed to:

- Take photos or videos without someone's permission
- View or show anything inappropriate
- Record disruptions at school
- Post on Social Media

Expectations for Airpods

- Airpods are not allowed at school since there is no educational need for them at school
- If your child uses them on the bus, they must be put away before entering school
- Airpods out during the school day will be confiscated
- Wired ear buds are the expected method used for listening to educational material on student devices




Reset Block

The Reset Block is a special time during the school day dedicated to helping students recharge and reset. During this period, students will eat lunch, participate in recess, and engage in independent reading. This time is designed to provide a break, relax, have fun, and prepare yourself for the remainder of the classes.

Schedule	11:40-12:10	12:15-12:40	12:50-1:15
6th	Lunch	Recess	Reading
7th	Reading	Lunch	Recess
8th	Recess	Reading	Lunch

Lunch

Lunch is a time where students can relax, enjoy a meal, and socialize with friends. To make lunchtime smooth and efficient, we use a system of hand signals:

"W" for water	"R" for restroom	"F" for food
		

Students are expected to:

- Sit at assigned table/area

- Listen for instructions for line up
- Gather all needed materials when walking through the food line
- Remain seated at your assigned table
- Use the signals to ask for permission to leave the table
- Maintain a respectable noise level
- Clean table and the floor around area before you leaving the cafeteria

Independent Reading

Independent reading is an important part of this block because it helps improve reading skills, boosts imagination, and enhances overall academic performance. This quiet time allows students to immerse yourself in a book, relax, and enjoy the benefits of reading.

1. **Reading (20 minutes required):** Spend at least 20 minutes reading independently.
2. **Reading Log:** Maintain a reading log and update it each time you finish a book.
3. **IRT (Independent Reading Time) Response Form (5 minutes required):** Complete the IRT Response Form daily for 5 minutes.

You can earn incentives for keeping up with your reading log and completing the response forms.

Recess

Recess is a time to have fun, get active, and socialize with your friends. To ensure that everyone has a safe and enjoyable time, we will follow these guidelines:

- Stay within the designated area
- Follow PBIS rules for recess
- Use equipment appropriately
- Be respectful of others and inclusive of everyone
- Line up promptly when the whistle is blown
- Report issues and concerns to a teacher immediately

Recess will be held indoors if the "feels like" temperature is below 45 degrees or above 92 degrees, or if there is any precipitation.

Restrooms

There are several restrooms throughout HBMS that students have access to use.

- To use a restroom, a student is expected to have a Smartpass and permission from a teacher.
- Students are asked to wait to go until after class has started (10 minutes) and before the end of class (5 minutes). However, a student is not denied access to the restroom if they are having an emergency

- During lunch, students are permitted to use the restroom across from the cafeteria with adult permission and no SmartPass.
- Students are given 3 SmartPasses for restrooms beyond the time they can go during lunch.
- If a student has a need to use the restroom more than 4 times during the day, a teacher can override the pass limit.
- If a student has a special restroom need (medical need) they are given unlimited restroom passes. Please notify a counselor if this is a need.
- If a student needs feminine products for menstruation, they can visit the clinic where we keep a supply.
- The restroom is expected to be used for bathroom needs only.
- Students are expected to clean up after themselves in the restroom and report any concerns to an adult when they leave.

Safety

Ensuring safety remains a top priority at Haynes Bridge Middle School, where we are dedicated to the well-being of our students and staff. To ensure safety at HBMS, we have a Campus Security Associate and a School Resource Officer on campus. These trained professionals play integral roles in maintaining a safe environment for everyone.

All Haynes Bridge Middle School visitors must check in and out at the front office upon arrival and departure. Additionally, visitors, faculty, staff, and students must display a badge or sticker while on campus for identification purposes.

Student Badges

As a safety measure, all people on HBMS campus must wear a badge. Students are provided with a badge at the beginning of the year.

- Students must wear an ID badge throughout the school day.
- Use the school issued or personal lanyard.
- Nothing may alter the ID (Stickers, Marker, etc.)
- Badges will be used for library check-out and lunch.
- If a student forgets the badge they will be issued a temporary badge.
- If the ID badge is lost it will be replaced for free the first time, \$1 the second time, and \$2 for each additional lost card.

Emergency Drills

Regular emergency drills occur throughout the school year. It is crucial for students to maintain silence and adhere to all instructions given by the school staff during these drills.

Drills Practiced:

- **Soft Lockdown** – Soft Lockdown is called when there is a threat or hazard OUTSIDE of the school building. Soft Lockdown uses the security of the physical facility to act as protection. During Soft Lockdown all interior and exterior doors are locked and student movement inside school is limited.
- **Hard Lockdown** - Hard Lockdown is called when there is a threat or hazard INSIDE the school building or when school personnel determine appropriate. This lockdown uses classroom security to protect students and staff from a threat. All instruction stops, and students and staff take immediate actions to lock and secure doors and hide in the classroom, away from windows or doors. No students are allowed out of the rooms.
- **Evacuate** - Evacuate is called when there is a need to move students from one location to another. This includes evacuation for fire, bomb threat, chemical odor smell or other condition determined by staff. This drill will incorporate the initiation of the fire alarm system.
- **Shelter** - Shelter is called when the need for personal protection is necessary. This drill supports spontaneous events such as tornadoes, earthquakes, or hazardous materials. Students and staff move into a protective position in an area of the school that does not have windows.
- **Hold**- Hold is called when there is a non-threat emergency on campus when students need to remain in their current location temporarily (e.g., medical emergency or administrative reason). Under a “HOLD” students remain in their current location and continue learning.

Report a Safety Concern

If you SEE or HEAR anything about school threats, weapons, violence, bullying, drugs, self-harm, or have other school safety suspicions or concerns, REPORT it EVERY time **anonymously** using the [SHARE TIP LINE](#). **NOTE: Do not use this form to ask general questions. It is for SAFETY CONCERNS only.**

Sales

Students are not permitted to sell items on campus at any time. The only exception is fundraisers organized by the school.

Schedule

Regular Schedule

Time	A/B Day
8:25	Student Arrival
8:40-8:55	Students released to 1 st period classes and lockers
8:55-10:16	1 st period
10:20-11:40	2 nd period <ul style="list-style-type: none"> ▪ 8th Connections ▪ 2A 7th SSS (Student Success Skills)
11:45-1:15	3 rd period RESET Block

		11:45-12:10	12:15-12:40	12:50-1:15
	6th	Lunch	Recess	Reading
	7th	Reading	Lunch	Recess
	8th	Recess	Reading	Lunch
1:20-2:41	4 th period <ul style="list-style-type: none"> ▪ 7th Connections ▪ 4A 6th SSS 			
2:45-4:05	5 th period <ul style="list-style-type: none"> ▪ 6th Connections ▪ 5A 8th SSS 			
4:05	Dismissal			

<u>Alternative Schedules</u>	
<u>Testing Schedule</u>	<u>Program Schedule</u>
<ul style="list-style-type: none"> ○ 8:25-8:40 Arrival ○ 8:40-8:50 Move to SSS ○ 8:55-11:55 for Testing ○ 12:00 – 1:25 RESET Block <ul style="list-style-type: none"> ○ 1st rotation: 12:00-12:25 ○ 2nd Rotation: 12:30-12:55 ○ 3rd Rotation: 1:00-1:25 ○ 1st 1:30-2:05 ○ 2nd 2:10-2:45 ○ 4th 2:50-3:25 ○ 5th 3:30-4:05 	<ul style="list-style-type: none"> ○ 1st: 8:55-10:00 ○ 2nd: 10:05-11:10 ○ 3rd: 11:15-12:45 <ul style="list-style-type: none"> ○ 11:15-11:40 ○ 11:45-12:10 ○ 12:20-12:45 ○ 4th: 12:50-1:50 ○ 5th: 1:55-2:55 ○ Program: 3:00-4:00

Schedule Changes

Class schedule changes are only considered under specific circumstances and are not guaranteed. If you believe you are misplaced or wish to switch to a different course level, please obtain a schedule change form from the front office.

SmartPass

SmartPass is a digital hall pass system that allows HBMS to maximize learning time.

- SmartPass must be used to leave class

- SmartPass does not give students permission to leave the room, the staff member in the room must approve the SmartPass
- 3 Ways to get a pass:
 - Students can create a pass
 - A staff member can create a pass
 - A student can receive a pre-assigned pass
- All passes must be ended to accurately record time out of the room
- If a student is in a hallway without a pass, they will not be able to continue. The student will be escorted or sent back to the assigned class on the schedule.
- Passes are discouraged during the last 10 minutes of class through the first 5 minutes of the next class.

Social Media

Social media platforms offer fun ways to connect with friends, share experiences, and express yourself. However, it is important to remember that with great power comes great responsibility. Here are some guidelines for responsible social media use:

Think Before You Post: Before sharing anything online, ask yourself if it is something you would feel comfortable showing to your parents, teachers, or future employers. Once something is posted, it is out there forever.

Respect Others' Privacy: Avoid sharing personal information about yourself or others online. Respect others' privacy and only post content with their permission.

Be Kind and Positive: Use your social media presence to spread positivity and kindness. Avoid posting or sharing hurtful, negative, or offensive content that could harm others.

Consider the Consequences: Remember that your online actions can have real-world consequences. Posting inappropriate or offensive content can damage your reputation, affect your relationships, and even impact your future opportunities.

Follow School Policies: Familiarize yourself with Fulton County Schools' code of conduct policies related to social media use, recording inappropriate events, cyberbullying, and other online behaviors. Violating these policies can result in disciplinary action.

Report Concerns: If you encounter cyberbullying, harassment, or inappropriate content online, don't hesitate to report it to a trusted adult or school authority. Together, we can create a safer and more respectful online community.

Remember, being a responsible digital citizen is just as important as being a responsible citizen in the real world. By using social media responsibly and respectfully, you can help create a positive online environment for yourself and others.

Student Success Skills

The Student Success Skills Block is dedicated to enhancing your social and emotional development and academic growth. During this time:

- **SEL (Social Emotional Learning) Lesson (first 20 minutes):** Students will engage in a social and emotional learning (SEL) lesson from Rethink Ed. These lessons are designed to help students understand and manage emotions, set and achieve positive goals, show empathy for others, establish positive relationships, and make responsible decisions. Parents can learn more about Student Success Skills and ReThink Ed [HERE](#). In the document, it will guide parents on how to make their own account on ReThink Ed.
- **iReady Pathway:** After the SEL lesson, students will work on the iReady pathway. This personalized learning program helps improve skills in math and reading, allowing students to progress at their own pace.
- **Bootcamp:** Takes place during the last 45 minutes of SSS in 2nd and 3rd quarters. In this session, students are assigned to a different teacher where they will receive a math or literacy lesson for a few weeks and then a different teacher who will do math or literacy (whichever they did not receive the first round).

Grading for the Bootcamp portion of SSS

Work completion will translate to 1 grade at the end of the 6 sessions (this same process will take place for each round--there are 4 rounds).

- 0 checks-0%
- 1/6 check-20%
- 2/6 checks-40%
- 3/6 checks-60%
- 4/6 checks-80%
- 5/6 checks-90%
- 6/6 checks-100%

If student is absent, they will receive credit towards completion

Suicide Prevention and Awareness

According to the CDC (Centers for Disease Control), suicide is among the leading causes of death for people ages 10-66 and is the second leading cause of death for young people ages 10-14. Despite being a leading cause of death, suicide it is preventable.

- TEXT 4 HELP | 24/7 | Safe, Free & Confidential | 1-844-201-9946
- NATIONAL SUICIDE PREVENTION LIFELINE | Dial 988 www.suicidepreventionlifeline.org
- SAMHSA NATIONAL HELPLINE 1-800-662-HELP (4357)

Winning at HBMS

At Haynes Bridge Middle School, we believe that every student has the potential to thrive academically, socially, and personally. Here are some strategies to help you succeed at HBMS:

- **Stay Organized:** Use a planner or digital calendar to keep track of assignments, tests, and extracurricular activities. Organizing your schedule will help you manage your time effectively and reduce stress.

- **Set Goals:** Set both short-term and long-term goals for yourself. Whether it's improving your grades, making new friends, or trying out for a sports team, having goals will give you direction and motivation.
- **Get Involved:** Take advantage of the many extracurricular activities and clubs offered at HBMS. Joining a club or sports team is a great way to meet new people, explore your interests, and develop leadership skills.
- **Ask for Help:** Don't be afraid to ask for help when you need it. Whether it's from a teacher, counselor, or peer tutor, seeking assistance shows initiative and can help you overcome obstacles more quickly.
- **Stay Positive:** Maintain a positive attitude, even when faced with challenges. Remember that setbacks are growth opportunities and that you can overcome any obstacle with determination and perseverance.
- **Practice Self-Care:** Take care of your physical and mental health by getting enough sleep, eating nutritious foods, and finding ways to relax and de-stress. Taking care of yourself will help you stay focused and energized throughout the school year.

By following these strategies, you can make the most of your time at HBMS and achieve success both inside and outside the classroom. Remember, the HBMS community is here to support you every step of the way!