HENDERSON MIDDLE SCHOOL
Home of Scholars and Champions

Student/Parent Handbook
2026-2027

Name:_____

Homeroom Teacher:_____

Grade Level:_____

494 George Tate Drive
Jackson, Georgia 30233
770-504-2310 (Main Office)
770-504-2315 (Fax)
hms.butts.k12.ga.us

Join The Ambush!

Grow Together-Succeed Together

The BCSS Mission Statement

The mission of the Butts County School System is to educate each student in a safe environment while providing opportunities and experiences to graduate as a productive community member.

BCSS Strategic Goals

Excellence in Student Achievement
Excellence on Our BCSS Team
Excellence in Operations
Excellence in Culture and Climate

We Believe:

- A safe environment is imperative for the growth of students, staff, and schools.
- Recruiting, retaining, and training quality staff is required for excellence to be achieved.
- Holding staff and students accountable for high standards and rigor will grow our schools.
- Public education will have a positive impact on the next generation.
- Partnering with all stakeholders is vital for transparency, collaboration, and trust.
- We have to be great stewards of community resources and taxes while remaining student focused.
- Partnering with our community will enhance student opportunities.
- Providing relevant educational experiences for every child is what makes our schools great.
- Every student will be equipped to reach his or her academic, career, and life potential upon graduation.

Dear Parents/Guardians and Students,

Welcome to Henderson Middle School, Home of Scholars and Champions! It is with great pleasure that I welcome you to Henderson Middle School. It is an honor and a privilege to be the principal of such an amazing school. My primary goal as principal of HMS is to provide leadership that will facilitate a strong connection between families and our school, as well as provide the necessary skills for students to become productive citizens in a vastly changing society.

We are proud of our dedicated, experienced staff and enthusiastic learners! I am deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. I am very passionate about the middle school years. This is an important and critical time of transition – moving from the elementary experience and preparing for the bigger challenge of high school. What happens during these few short years will have a lasting impression on their development and growth.

We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success. Our success is a direct reflection of everyone's hard work and effort. Whether you're returning this school year or joining us for the first time, we hope you will find HMS to be an ideal learning environment that promotes sound classroom instruction and high expectations for student success.

Working together, I am confident that Henderson Middle School will continue to be a place where we provide our students with a challenging and enriching school experience. Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share. My door is always open. Please know that our administrators, faculty, and staff are excited about serving your children as we seek to prepare them for success in middle school, high school, and beyond. As principal, I want you to know that you are welcome at HMS, and I hope that you come to know Henderson as we do - a learning community in which parents, students, and educators work together as a team.

We Are Henderson!

Mr. Dominic Cummings
Principal

2026-2027 Faculty and Staff Contact List

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This handbook supplements, but does not replace, official Butts County Board of Education policies and the BCSS Student Code of Conduct. In the event of conflict, Board policy and the BCSS Code of Conduct shall govern.

2026-2027 School Calendar for Butts County Schools

July 31	First Day of School
September 7	Labor Day - No School
October 3	End of 1st Quarter Grading Period
October 5-9	Fall Break - No School
October 15	Early Release Day/Parent-Teacher Conference Day
November 23-27	Thanksgiving Break - No School
December 18	End of 2nd Quarter/1st Semester Grading Period
December 21-January 5	Christmas Break - No School
January 5	Teacher Professional Learning Day - No Students
January 6	First Day of Second Semester
January 18	MLK, Jr. Holiday - No School
February 15-19	Winter Break - No School
March 15	Teacher Professional Learning Day - No Students
March 18	End of 3rd Quarter Grading Period
March 25	Early Release Day/Parent-Teacher Conference Day
March 26	No School
April 5-9	Spring Break - No School
May 28	End of 4th Quarter/2nd Semester Grading Period/Last Day of School
May 31	Memorial Day - Schools and Offices Closed
June 1-2	Teacher Professional Learning Day - No Students

Please refer to the 2026-2027 School Year Calendar on the BCSS website for more information on the school calendar.

Henderson Middle School
Master Class Schedule
2026-2027

Monday through Thursday

	1st	2nd	3rd	4th	5th	6th
6th 7:25-7:55 Homeroom	7:55-9:05 Academics	9:08-10:18 Academics	10:21-12:01 Academics **10:45-11:20 Lunch**	12:04-1:14 Academics	1:17-2:05 Meetings	2:08-3:10 Planning
7th 7:25-7:55 Homeroom	7:55-9:05 Academics	9:08-10:18 Academics	10:21-11:16 Meetings	11:19-12:14 Planning	12:17-1:57 Academics **12:30-1:05 Lunch**	2:00-3:10 Academics
8th 7:25-7:55 Homeroom	7:55-8:50 Meetings	8:53-9:48 Planning	9:51-11:01 Academics	11:04-12:44 Academics **11:25-12:25 Lunch**	12:47-1:57 Academics	2:00-3:10 Academics
Connections 7:25-7:55 Morning Duty	7:55-8:50 8th Grade Conn.	8:53-9:48 8th Grade Conn.	9:51-10:18 Planning 10:21-11:16 7th Grade Conn.	11:19-12:14 7th Grade Conn.	12:17-1:14 Meetings/ Lunch 1:17-2:12 6th Grade Conn.	2:15-3:10 6th Grade Conn.

Academic Classes: 70 minute classes
Academic Teachers' Planning: 110 minutes
Lunch during Academics: 25 minutes
Connections Classes: 55 minute classes
Connections Teachers' Planning: 84 minutes (1st Planning: 27 minutes and 2nd Planning/Lunch: 57 minutes)

Henderson Middle School
Master Class Schedule
2026-2027

Friday

Homeroom		1st	2nd	3rd	4th	5th	6th
6th 7:25-7:50 Homeroom	7:50-8:35	8:35-9:35 Academics	9:35-10:30 Academics	10:30-11:30 Academics	11:30-1:05 Academics **11:50-12:25 Lunch**	1:08-2:00 Meetings	2:03-3:00 Planning
7th 7:25-7:50 Homeroom	7:50-8:35	8:35-9:35 Academics	9:35-10:35 Academics	10:38-11:28 Meetings	11:31-12:21 Planning	12:24-1:54 Academics **12:30-1:05 Lunch**	1:54-3:00 Academics
8th 7:25-7:50 Homeroom	7:50-8:35	8:38-9:28 Meetings	9:31-10:21 Planning	10:24-11:54 Academics **10:45-11:45 Lunch**	11:54-12:54 Academics	12:54-1:54 Academics	1:54-3:00 Academics
Connections 7:25-7:50 Morning Duty	7:50-8:35 Meetings	8:38-9:28 8th Grade Conn.	9:31-10:21 8th Grade Conn. 10:24-10:35 Planning	10:38-11:28 7th Grade Conn.	11:31-12:21 7th Grade Conn.	12:24-1:05 Planning/ Lunch 1:08-1:58 6th Grade Conn.	2:01-3:00 6th Grade Conn.

Academic Classes: 60 minutes

Academic Teachers' Planning: 103 minutes

Lunch during Academics: 25 minutes

Connections Classes: 50 minutes

Connections Teachers' Planning: 97 minutes

JOIN THE AMBUSH!

School and Family Partnerships
At HMS, we strive to build sustainable and effective partnerships between all members of the school community, including teachers, families, and students. Effective partnerships are based on mutual trust and respect, and shared responsibility for the education of the children at the school. We will continue to welcome feedback and support from parents.

Communication
Effective communication is essential for building school-family partnerships. Positive communication between parents and teachers helps improve the academic performance of students.

There is a lot of information that we need to get home to parents, and there are many ways we work to get you all the information you need:

- **Principal's Memo:** Mr. Cummings has a newsletter that will be posted on our website and sent home to parents. It will contain information such as the weekly learning focus, school announcements, and important dates.
- **HMS Website:** Please visit our website for important updates and information. Our site can be located at hms.butts.k12.ga.us
- **Infinite Campus Parent Portal:** You will receive a letter at the beginning of the school year giving you login information to your Parent Portal Account. Parent Portal allows you to see your child's grades and attendance. You can access the Parent Portal from the link on our website. If you lose your login information, you can contact Amy Matthews (x3005) for help.
- **Remind/Communication App:** Each teacher will have a communication account to keep your parents updated with crucial information.

Parent Conferences
We encourage you to schedule a conference with your child's teacher anytime you feel you need to sit down and discuss your child. We are here to support you and your students. If you need a conference, you can email your child's teacher, or you can call the front office to set up a time to meet.

Updates to Parent Contact Information
We want to make sure you have all of the information you need from HMS. Please make sure that you contact Amy Matthews, our Records Clerk, to make any changes or updates to your address, telephone numbers, emergency contacts, etc.

Changes to Handbook and/or School Policies
It is occasionally necessary to amend school policies during the school year. Any changes to this handbook or other school policies will be posted on the Henderson Middle School website.

We Welcome Visitors
We welcome all visitors to visit students at HMS. Parents and Guardians may come on campus to eat lunch, visit the bookfair, and meet for **scheduled conferences with teachers**. Everyone who comes on campus to visit a student (even parents) must sign in at the front office and show a valid picture ID. Visitors will receive an HMS sash to be worn while on campus. The visitor sash **must be worn**

appropriately (across the body) so that staff and students know you are "safe" to be on campus. Only guardians or persons on the student's contact list will be permitted to visit a child.

Volunteers

We could not have a successful school without the help of our volunteers! For the safety of every child, all volunteers must have a criminal background screening. Screening forms are available in the front office and should be filled out and returned to HMS. Volunteers should follow a **business casual** dress code while on campus. You should call to schedule a time to volunteer. Here are some of the things we need your help with:

- Attending Field Trips
- Monitoring Busses
- Selling Ice Cream in the Cafeteria
- Supporting Teachers in the Classroom
- Helping out in the Media Center (reshelving, Book Fair events, etc)
- NASCAR
- Dads on Duty
- Team Tigers and Many More!

Attending Field Trips

A signed parental permission slip is required in order for the child to attend a field trip. When handed out, please sign and return the permission forms to the teacher as soon as possible so plans can be finalized. We always welcome parents on our Field Trips if we have the space. Remember that you **must have a background screening** if you wish to attend a field trip. Volunteer applications are available in the front office at HMS. The school secretary will be happy to provide a copy of the application. Because field trips are an extension of the classroom, payment is not a requirement for students to participate. Parents who volunteer to act as chaperones will be actively involved in assisting with the supervision of students; therefore, for safety, any other children (younger siblings, etc.) should not be brought on field trips.

School Closing

If the school is closed due to inclement weather, a call will be sent out through our Infinite Campus Automated Messenger. The school system will also contact local media outlets and use social media to inform parents. Make sure your email addresses and phone numbers are correct with the school so that you get all important updates.

Parent Teacher Organization

Henderson Middle School has an abundance of opportunities for parents and community members to be an active part of the school. We would like to establish a motivated PTO board, and we would like to plan several activities for the year to further engage our scholars and the community. Our goal this year is to have 100% PTO membership. Your dedication and work can make a huge impact on our school. We will provide parents with information about joining our PTO. As always, we want to partner with you to make this the best school year ever at HMS. Together, we can and will achieve more! ~Join the Ambush~

TIGER INFORMATION

School Hours-Tiger Times
It is a privilege to serve your child at HMS, and we look forward to providing a safe learning environment.

Arrival- 7:25 a.m. **Tardy**-7:55 a.m. **Instruction begins**-7:55 a.m. **Dismissal**-3:10 p.m.

To ensure safety for our students, parents should not drop off students prior to 7:25 a.m. Upon arrival on campus, students should report directly to their homeroom after picking up their breakfast at each pod entrance.

Attendance
Please click **HERE** to view the BCSS Code of Conduct, which includes the district's attendance policy.

Tardies/Early Checkouts
The school day starts at 7:25 a.m. Students need to report to school by 7:55 a.m. to avoid being tardy to homeroom. If a student arrives at school after this time, they are considered tardy. A parent or guardian must accompany the student into the building to sign them.

We ask that students be checked out by an approved parent/guardian or emergency contact any time before 2:30 p.m. To protect your child, we do not release a student to any adult who is not in our Infinite Campus Student Information System as a parent/guardian or emergency contact. A picture I.D. will be required to check out a student.

Documentation will be required to excuse an early dismissal or tardy arrival. If a student is tardy or checked out an excessive number of times, a referral may be made to the School System Social Worker.

Tiger Cafe'
It's easy to find out what the talented folks in our kitchen are preparing for breakfast and lunch daily. Menus are posted monthly on the BCSS website. Every child at HMS is eligible for a FREE, grant funded, BREAKFAST and LUNCH. However, if you want to join your child for lunch the cost for an adult meal is $5.00.

Lunch with Parents
We welcome parents to eat lunch with their kids. Parents, or anyone on the approved contact list, can come in to have lunch at Henderson Middle School. Remember, for safety, you must check in at the front office and get a visitor's sash. **Parents may not drop off outside food for their child to eat during lunch.** We will not accept food delivery services for students unless it is for an after hours activity. The safety and welfare of all students is important; therefore, **the principal reserves the right**

to make the final decision on whether a parent may eat in the cafeteria with his or her child based on extenuating circumstances.

Ice Cream
We sell ice cream in our Tiger Cafe'. Students may purchase an ice cream for $1.00 – $3.00

Transportation Changes
Requests for transportation changes must be provided in writing. In order to make sure all requests are received, please send changes no later than 1:00 pm. In case of an **emergency**, you may telephone the main office. Please make sure your child is at their designated bus stop and is ready to board when the bus arrives at least 5 minutes prior to assigned pickup time.

What to do if I want my child to ride the bus to a different location?

- If you have moved, contact the Registration Office to update your address.
- Write a note to your child's school.
- The front office will verify the information and then give the student a bus pass to present to the driver.

For the Parent

Make sure your child is at their designated bus stop and ready to board when the bus arrives at least 5 minutes prior to assigned pickup time.

For the Student - At the Bus Stop

- Stay 12 feet off the road.
- Be at your bus stop and ready to board at least 5 minutes prior to the bus arriving.
- Do Not walk along beside the bus when boarding.
- Always stay in the sight of the driver.

Admission and Withdrawal
Admission: All students must be registered at our Central Registration Location at 218 Woodland Way. Once proper documentation is provided (birth certificate, immunization records, proof of residency, any prior school records, etc), Central Registration will issue documentation that guardians must bring to the school.

Withdrawal: The guardian must come into the school with proper photo ID. The Records Clerk will provide an enrollment verification form to take to the new school so that records may be sent. All school issued equipment and materials must be returned prior to withdrawal.

Hospital/Homebound
After an extended period of absence, a student will be considered for Hospital/Homebound services. The decision committee consists of the student's teachers, school counselor, and system social worker.

Book bags and Lockers
As a privilege and support for all of our students at HMS, we will provide each student with his/her own locker. Students will use their locker to store and secure their textbooks, school supplies, and personal items each class period so that they do not have to carry heavy items throughout the school day. In addition, each student is personally responsible for all items stored and secured in his/her locker, so students should never give their personal locker combinations to other students. There are designated times for locker breaks, and a student will not be permitted to visit their locker without administrator approval.

Search and Seizure
To protect our students' safety and ensure that our students are following the BCSS Student Code of Conduct, book bags and lockers are subject to searches by HMS administration for any lawful reason. In addition, students and their belongings are subject to searches if we have reasonable suspicion of a possible disruption to school operations or stakeholder safety. Since students are responsible for the contents of their lockers and items found on their person, students should NEVER receive/store the personal items of other students. If any student asks you to receive/store a suspicious item, please notify an HMS staff member.

****Students that refuse a search, by administration, will be subject to the Code of Conduct - Rule 2: Disregard of Directions or Commands. Students may face disciplinary action as serious as expulsion and a tribunal hearing.*

Drug and Alcohol Violation
Students in possession of or under the influence of THC and/or CBD without THC will be treated as an illegal drug.

Students caught with a vape will be subject to the consequences as outlined in the BCSS Code of Conduct.

Personal Items
Henderson Middle School is not responsible for lost, stolen, or damaged personal items.

Hallways
At class changes there will be a large number of students going from one room to another. In order to keep hallway noise and confusion to a minimum, students are asked to be especially quiet and courteous and show respect for their fellow students while making the change as quickly as possible. No running, horseplay, loud, or boisterous behavior is permitted in the hallways. Students will not be permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass.

Eating and Drinking in the Classroom
There will be no more eating or drinking in the classroom, unless an administrator has approved it. ***Only clear water bottles will be permitted in the classroom; all other containers will remain outside the class door.***

Media Center

The Media Center is open from 7:25 a.m. - 3:10 p.m. daily. Students have the opportunity to visit the Media Center with their class as well as independently on a weekly basis. Throughout the year, the Media Center will offer Book Fairs and other events. Parents are always welcome in our Media Center!

School Counseling Program

Henderson Middle School welcomes all parents and community stakeholders to participate in the education of our middle school students. Henderson Middle School is a Title I school that provides a federal and state funded program to engage the families and parents of Henderson Middle School. Forms of engagement include monthly parent workshops, parent surveys, parent and teacher conferences, childcare, PTO, and opportunities to join our school council. All information and advertisements for the year are posted on our website, in addition to all calls, and messaging from our school's Infinite Campus portal. For more questions regarding parental involvement contact Ms. Emily Wynn, Parent and Family Engagement Coordinator. You may also contact Dr. Fatima Leggett or Mrs. Kassidy Bailey, School Counselors, for other information pertaining to our Counseling Program.

Our goal is to focus on the total needs of students and work together with teachers and parents to reduce or eliminate distractions which hinder learning. A student needing to see a counselor should notify his/her teacher. If students have an emergency, a counselor will be notified and the student will be seen as soon as possible. Please contact our counselors for additional information.

BUILDING SCHOLARS AND CHAMPIONS

Grades and Grade Reporting

Progress Reports will be available for viewing on Parent Portal every 4 ½ weeks per class.

Report Cards will be available for viewing on Parent Portal at the end of every nine weeks.

Parents now have online access to grades and attendance through our Infinite Campus Parent Portal. This allows parents to keep tabs on grades and attendance. Parents are highly encouraged to check Infinite Campus on a weekly basis to stay informed of your child's academic performance. The gradebook will be updated each week. If you have questions about your child's grades, please contact the appropriate teacher. If you have technical questions, please contact the data clerk. The parent portal can be accessed at: campus.butts.k12.ga.us/campus/portal/butts.jsp

Students are encouraged to know their academic status. We will do a schoolwide gradebook check each Monday morning during homeroom. Also, they can download the Student Portal app and get notifications regarding their grades.

Grading System

The following grade equivalencies are used for all classes:

A = 90-100
B = 80- 89
C = 70- 79
Failing = 69 and below
I = Incomplete

Please contact the teacher if you receive an "Incomplete" on your progress report or report card.

**5 points will be added to the final grade (70% or higher) for each 9 week grading period for all advanced courses (For Young Scholar students only-ELA and Math).

Homework

Homework is a necessary part of the academic development of students. It is expected that all homework assignments be completed thoroughly, accurately, and in a timely manner.

Make-up Work for Absent Students
It is the student's responsibility, not the teacher's, to schedule dates and times for making up work that has been missed due to absences. This responsibility includes getting any notes that have been missed because of an absence. Make-up work as a result of an absence must be completed within 3 days of returning to school with no grade penalty. **A 5% penalty each day on days 4-6 will be given. On day 7, the work will be entered as a zero in Infinite Campus**. **Penalty (-5% for each day late) will begin on Day 4 up to 3 days after which, the student will be given a grade of zero.**

Late Assignments
Students will have 3 days to turn in a late assignment with a penalty of -5% for each day late up to 3 days. A late assignment should be marked as missing in Infinite Campus until the assignment has been turned in or until the 3 days have expired. After 3 days late, the student will be given a grade of zero.

Placement in the Gifted Program
For questions regarding criteria and placement in the Gifted Program at Henderson Middle School, contact Mrs. Alison Williams at 770-504-2310.

Final Exams
All students have the opportunity to exempt final exams provided a student has no more than 3 unexcused absences and less than 5 tardies per class each semester **and has a class average of 85% or higher.**

Promotion and Retention Policies
Students of all grade levels (6th-8th grades) are expected to pass 5 out of 6 subjects for the year (earn 5 out of 6 credits for the year). Students are scheduled in four academic courses and two connections courses. For 8th graders, students' achievement on the Georgia Milestones End-of-Grade Assessment in ELA and Math will also be considered in order for a student to be promoted to the next grade level. Retention will be considered if a student does not earn a passing level on one or both of these state exams. In some cases, individual extenuating circumstances may be used as criteria in determining promotion or retention. An example includes but is not limited to the following: retention could be inappropriate for developmental needs and/or chronological age of student. Such exceptions will be reviewed carefully prior to a final decision. The justification of the decision must include written documentation supporting the decision. The written documentation will be filed in the student's permanent record. Students in grades 6th-8th who do not meet the criteria detailed above (or do not earn the five credits in an academic year) will be provided an opportunity to receive additional summer support to address identified areas of academic deficiency and may be required to attend Summer School (or Summer Academic Enrichment/Support) in order to be considered for promotion to the next grade level.

Butts County School System is required by state and federal law to administer state-level academic testing. In order for students in grades 3, 5, and 8 to be considered for promotion to the next grade, data from state testing will be utilized to make a decision about promotion and retention. Parents of students who do not participate in state testing in those grades will be required to attend a promotion/retention review committee in order for the student to be considered for promotion.

Students who do not participate in state-mandated testing are not eligible for entry into honors or advanced programs in the next school year unless extenuating circumstances prevent the student from participating. This determination will be made by the superintendent or his/her designee.

In order to be considered for the Young Scholars Honors program at HMS, students must participate in the Georgia Milestones. Eighth grade Young Scholar students will participate in the End of Course Assessments for Enhanced Algebra. The EOC assessments are weighted as 20% of the final grade.

HMS Awards and Honors

Awards	Criteria	Grade(s) Eligible
Superintendent's Honor Roll	93%-100% or above GPA for the year (average of 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter Progress Grades in core classes)	6-8
Principal's Honor Roll	90%-92% or above GPA for the year (average of 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter Progress Grades in core classes)	6-8
Honor Roll	80%-89% or above GPA for the year (average of 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter Progress Grades in core classes)	6-8
Quarter Honor Roll	90% or higher average in all core classes ("A" Honor Roll) 80% or higher average in all core classes ("A-B" Honor Roll)	6-8
Student of the Month	demonstrate exemplary character and leadership	6-8
Citizenship	demonstrate exemplary character and leadership throughout the year	6-8
Tenacious Tiger	demonstrate the most effort to improve character and academics throughout the year	6-8
Academic Achievement	highest yearly average in academics (Math, English Language Arts, Science, Social Studies)	6-8
Connections	demonstrate positive attitude, outstanding ability, and leadership skills	6-8
Perfect Attendance	no missed school days all year	6-8

Scholars & Champions	students who have participated in a competitive club (robotics, academic team, chorus, band, etc. or sports team) and maintained a 90% or above GPA for the year	6-8
Top Tiger	students who have earned a Level III or Level IV on 2-3 GA Milestones Assessments	6-7
Distinguished Top Tiger	8th grade students who have earned a Level III or Level IV on 4-5 GA Milestones Assessments	8

Extracurricular Activities/Events

Eighth Grade Formal: Only students who are enrolled in BCSS will be permitted to the Eighth Grade Formal. HMS students must be enrolled in the 8th Grade to be eligible to attend. Eighth grade teachers will send home more details later in the school year regarding eligibility, behavioral criteria, and dress code. Students are expected to exhibit good behavior with no office referrals four weeks prior to the event. Final decisions will be at the discretion of the principal.

HMS Athletic Opportunities:

Fall Sports

- Football
- Softball
- Volleyball
- Cheerleading
- Cross Country

Winter Sports

- Basketball
- Wrestling

Spring Sports

- Baseball
- Track & Field
- Soccer
- E-Sports

Athletics/Extracurricular Eligibility

Students are expected to pass 5 out of 6 classes during the semester preceding the activity in order to be eligible to participate in athletics or school sponsored activities. Students who are failing one or more courses, who have poor attendance, and/or who are not meeting behavior expectations at any time may result in the student athlete not being able to participate in athletic contests until their grades, attendance, and/or behavior improve. In accordance with the Georgia Middle School Athletic Association, a student is eligible to participate one (1) year at each grade level. For additional questions regarding athletics, you may contact Mr. Smith, Athletic Director at (770)-504-2310 x3035.

Costs for Participation in BCSS Athletics and Extra-Curricular Activities

In BCSS, we encourage all students to engage in extra-curricular activities, such as Grades 6-12 school athletics, clubs, fine arts, and career/technical educational activities. We believe that student engagement in these activities improves academic performance and school climate. As a result, students are not required to "pay to participate" in these programs. A student's inability to pay for participation costs shall not disqualify him/her from participating and shall not affect his/her status or playing time in the organization.

With that said, students may be required to pay for any uniform item, clothing item, or equipment item that they will retain private ownership of once the activity is concluded. To help the student and family with these costs for items that the students will own, most extra-curricular programs may coordinate fundraising opportunities to raise funds to reduce/eliminate these costs, and these fundraising opportunities will be coordinated and governed by the principal/athletic director, head coach or sponsor, and/or relevant booster organizations.

It is also possible that certain travel costs for some programs (like hotels and travel for events like national and state-level competitions) will require costs to be paid by students, and program fundraising efforts may also be implemented and required by those programs to reduce or eliminate those costs as well.

Required uniforms, safety equipment, and other relevant items that remain in the ownership of BCSS will be provided at no cost to the student.

Title IX Coordinator and Athletic Equity Coordinator for the Butts County School System is Caressa Gordon. She can be reached at (770)504-2300 or by email at gordonc@bcssk12.org.

It is expected that each student represents the school, community, and his/her family in a positive manner during all extracurricular activities.

Clubs and Organizations

Academic Team (Sponsors: Ms. Pierce and Mrs. Kerlin) - The HMS Academic Team participates in competitive events to celebrate and encourage academic excellence. Throughout the fall semester, team members showcase their knowledge and skills as they compete against other schools in our region. (tryouts in the Fall)

Ambush Ambassadors (Sponsor: Mrs. Williams) - The Ambush Ambassadors are a team of dedicated 7th and 8th graders who have been chosen to help our rising 6th graders feel welcome, supported, and excited about middle school. Throughout the year, they'll offer guidance, friendship, and encouragement to help 6th graders navigate their new school and build positive connections. (application process during the Spring)

Junior BETA Club (Sponsor: Mrs. Campbell) - The Junior BETA Club strives to encourage academic excellence, strong character, dedicated service, and leadership skills among elementary and middle school students. Students who earn a cumulative average of 90% or higher for the semester are invited to become members.

Math Team (Sponsors: Mr. Zellner and Mrs. Kerlin) - The Math Team aims to excel in math competitions while inspiring a passion for mathematics and highlighting its unique, creative problem-solving aspects. Each year, the team proudly represents our school at the regional Math Competition hosted by Griffin RESA.

National Junior Honor Society (Sponsor: Mrs. Smith) - The National Junior Honor Society recognizes and celebrates middle school students who demonstrate excellence in scholarship, leadership, service, character, and citizenship. It's more than just an honor roll; NJHS offers a multifaceted learning experience designed to develop students into well-rounded individuals ready for future success in high school, college, and beyond.

News Team (Sponsor: Mr. Robinson) - The News Team meets each day to plan, write, and produce our school's daily news broadcast. Students deliver the morning announcements to the entire school, gaining experience in presenting the news in a clear, engaging, and professional manner. Working together under real deadlines, they learn teamwork, creativity, and communication skills as they create a high-quality program. (teacher recommendation process)

Student Council (Sponsor: Mrs. Gentle) - The Student Council provides students with a voice in school affairs and activities, while creating opportunities to grow as leaders. Its purpose is to encourage teamwork, build positive relationships between students, faculty, and the community, and help make our school a better place for everyone.

Principal Advisory (Sponsor: Mr. Cummings) - The Principal's Advisory Group is a select team of student leaders who collaborate with the principal to share ideas, offer feedback, and help shape the school experience. Members represent the voice of their peers, providing valuable insight and working together to make a positive impact on our school community.

PTO-Parent Teacher Organization (Liaison: Mrs. Wynn) - Our Parent-Teacher Organization (PTO) brings together parents, teachers, and staff to support and enrich our school community. From planning fun school events to funding special programs and classroom needs, the PTO is dedicated to creating a welcoming, collaborative environment for all. Join us and help make a positive impact for our students and school!

Robotics Team (Sponsor: Ms. Pierce and Mrs. Long) - The Robotics Team teaches students how to build robots and design programs that enable autonomous movement. Members also conduct in-depth research on the vital roles robots play in our community and beyond.

Tiger Time (**Sponsor: All teachers)** - At Henderson Middle School, we offer around 60 clubs—about 20 options per grade—each designed by teachers based on student interests. These clubs meet monthly during the school year, and students can choose and participate in their favorite club during the school day. Clubs provide a great opportunity for students to connect with peers and adults who share similar interests.

Yearbook Club (Sponsor: Mrs. Withers) - Yearbook Club members design, promote, and sell the HMS Yearbook. Using an online program, students create pages and take many of the photos featured in the book. Their main goal is to capture the spirit and atmosphere of Henderson Middle School. This

year-long commitment involves plenty of writing and time, but it offers a rewarding and positive experience for all involved. (application process)

WHAT IS THE BEHAVIOR OF A TIGER?

Behavior Expectations
Henderson Middle School wants to establish a comfortable atmosphere which will ensure that each student can learn and grow as an individual. When the educational and organizational process of the school is interrupted, everyone loses instructional time and learning opportunities. Disciplinary actions result when students do not meet the expectations set forth by the teachers and administrators.

County-wide expectations are outlined in our BCSS Code of Conduct. In keeping with those expectations, each student at HMS is expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs his/her own or other students' educational achievement.** Students shall know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and follow school rules and procedures.
- **Recognize and respect the rights of other students to learn.** Students may not disrupt the learning environment in any way.

Positive Behavioral Interventions and Supports (PBIS)
What is PBIS?
Positive Behavioral Interventions and Supports (**PBIS**) is a way for schools to encourage good behavior. With **PBIS**, kids learn about behavior, just as they learn other subjects like math or science. The key to **PBIS** is prevention, **not** punishment. That means, we teach appropriate behaviors school-wide, and we use a progressive discipline process designed so that the degree of the discipline is in proportion to the severity of the behavior, the student's prior discipline history, and other relevant factors. In every case, we follow the due process procedures required by federal and state law.

What about when students misbehave?

At HMS, we give students opportunities to learn about behavior in a positive environment, but, because they are learning, sometimes students will exhibit undesirable behaviors and need consequences. For those times, we use our 4-Step Plan in every classroom.

- The 1st infraction will result in the teacher issuing a verbal warning to the student and contacting the parent. The incident will be noted as “Step 1” on a 4-Step Discipline Form.
- The 2nd infraction will result in a consequence of parent contact with an assignment of a time out or a restorative practice. This will provide the student with an opportunity to make amends. The second step will be noted as “Step 2” on the 4-Step Discipline Form.
- The 3rd infraction will result in a scheduled parent conference. The infraction will be noted as “Step 3” on the 4-Step Form. This communication will be used to discuss the previous infractions committed by the student.
- The 4th infraction will result in after school detention which will be served on Thursday from 3:10-3:50 p.m. of each week. The teacher will contact the parent to discuss the behavior and schedule the detention. Failure to serve detention will result in a day in ISS.
- The 5th infraction will result in an office referral and a parent phone call from the teacher and followed up by the appropriate administrator.

Parents will be contacted either by the teacher or an administrator regarding behavior infractions. Such contact may be in the form of a parent conference, telephone call, email, or documentation of a discipline referral.

**For information regarding actions that may result in an automatic referral, please refer to the Butts County Schools Student Information and Code of Conduct.

In School Suspension

Our ISS room is a place where students go to revisit their behaviors and recover composure so that they can get back in class at the appropriate time. The purposes of the program are to:

- Isolate the disruptive students during the school day from the regular classrooms and activities of the school
- Continue the student's progress with classroom assignments
- Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems

Students are expected to follow all rules of the ISS program. Failure to adhere to those rules will result in additional disciplinary action which may include additional time in ISS or Out of School Suspension. Students who are assigned Out of School Suspension will not be allowed to participate in afterschool or extracurricular activities.

Hallway and Commons Area Behavior

It is expected that students will behave appropriately in school hallways and the commons area. Students should move quickly to their next location and avoid loitering in the hallway. During breakfast and lunch, it is expected that students will clean up after themselves, taking their trays and utensils to the appropriate places when they are done eating. Failure to do the above could result in disciplinary consequences.

Chronic Disciplinary Problem Student Act

Definition – "Chronic disciplinary problem student" means a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e. the student, parents, and school). The student and parents will be asked to take part in developing a plan, which will address the behavioral concerns (O.C.G.A. §20-2-65).

** The administration of Henderson Middle School reserves the right to notify appropriate law enforcement officials and to file appropriate charges based on the severity or habitual nature of misbehavior.

Final decisions with regard to discipline and consequences belong to HMS administrators. We welcome feedback from parents. Parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment.

Bus Behavioral Expectations

Bus transportation is provided as a privilege to all students who attend school in Butts County. The **school bus is an extension of the classroom**. All students who ride the bus must display proper behavior in order to ensure the safety of every child. The same rules that apply on campus also apply on the school bus. Failure to observe proper behavior and/or safety rules can result in loss of bus privileges.

- Students are expected to follow the directions of the adult supervision on the bus at all times.
- Students will help the bus driver keep their school bus clean and in good, safe condition at all times.
- Students will refrain from bullying and teasing and will not use profanity or make obscene gestures.
- Students are expected to observe the school dress code while on the bus.
- Students will safely wait for, board, and exit the bus at their assigned stop.
- Students are expected to keep all body parts to themselves, away from windows, and confined to their assigned seat at all times with their backs to the back of the seat, bottoms on the bottom, and carry items (book bags) in their laps. Pencils and pens will be put away while the bus is moving.
- Students are not allowed to put their head, hands, or objects outside the bus window.
- ***Electronic devices may be used as long as they do not create a distraction.***
- Students will not eat or drink on the bus; or bring tobacco products, drugs, or weapons on the bus.
- Students are expected to observe silence at railroad crossings; they may talk quietly at other times.
- Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.
- A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force

such as would give the victim reason to fear or expect immediate bodily harm. If any student is found guilty of committing the offense of bullying three times in a given school year, such may be assigned to alternative school and include Butts County Bullying policy guidelines.

The administration of Henderson Middle School reserves the right to dispense additional school-based consequences depending on the severity of the misbehavior on the bus.

Butts County Schools will provide support processes designed to help students address behavioral problems. These support services may be available through the school, the school system, community organizations, or other public entities.

*Parents with concerns related to alleged school bus misconduct, or with student safety concerns on the school bus, shall contact the school principal, not the bus transportation office. The investigation of alleged school bus misconduct is the responsibility of the school, not the responsibility of the bus transportation office. Bus suspension and other consequences are decided by the principal or designee of the school.

Discipline will be guided by and administered according to procedures in the BCSS Student Code of Conduct, this handbook, and principal discretion. School principals will coordinate with the bus transportation office when needed as part of an investigation.

DISCIPLINE CODE RULES:

Please click HERE to view the 2026-2027 BCSS Code of Conduct.

Student Placement Protocol
Students who have been out of school due to incarceration or detention, or who have pending criminal law charges, often need a period of transition before returning to their home school. To protect the safety of all students and staff, Butts County School System must evaluate re-enrollment requests (and proper placement) of students returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct. Any student who has been arrested for a criminal law violation and who is seeking to re-enroll in BCSS may be subject to a period of suspension and placement at the alternative school. The primary considerations for making the placement determination are the educational needs and well-being of the returning student as well as the safety of other students and staff.

Cell Phones, Electronic Devices, and Contraband
Henderson Middle School prohibits the use of cell phones and electronic devices during the school day between 7:25 a.m. and 3:10 p.m. We recognize that electronic devices are an important part of daily life, and some students rely on them for health or learning needs. Students with approved accommodations in an Individualized Education Program (IEP) or medical plan will continue to have access as needed.

Please read the full policy by clicking HERE.

As with any electronic devices, the school is not responsible for their safety or security. **If a student chooses to bring a cell phone or any other personal device/property to school and it is stolen or lost, the responsibility for loss rests entirely with the student.**

Use of the Telephone
If a student has to make a phone call during the school day, he or she may be allowed to do so with permission from an adult. Students may use the classroom telephone or the one in the front office. **Students violating telephone protocol will be subject to disciplinary action.**

DRESS CODE

For All Middle School Students
It is not the desire of the school system to exclude students from the educational setting because of dress code violations. However, the school board and administration believe that a reasonable expectation for student dress should be established and followed by all. As a result, students who are not in compliance with the dress code policy will be given an opportunity to change their clothing or may be assigned to ISS until they are able to comply with the policy. Each teacher will be responsible for checking students with this code and initiating the disciplinary action for violations, following school disciplinary procedures.

Requirements
- All students shall be neat, clean, groomed, and dressed in a manner conducive to academic achievement and disciplinary expectations, according to school personnel.
- All clothing must be appropriately sized, including waist and length. Belt loops must have a belt. Belts must be worn correctly with the entire belt in loops on pants. Pants with built-in belts are acceptable. No underpants may be exposed.
- Logos are permitted within regulations.
- Dress code applies in P. E. and Weight Training Classes. (i.e. length of shorts)

Not Permitted
- Clothing and/or accessories (belts, purses, jewelry, scarves, etc.) with beer, alcohol, tobacco, or illicit drug advertisements, vulgar writing, gang-related symbols, suggestive scenes.
- Heavy chains on clothing and heavy jewelry are not allowed.
- Students are not allowed to wear the following items in the building: sunglasses, hair scarves on the head, do-rags, bandannas, bonnets, or hats. Administration will allow hats for fundraisers only.
- Blankets and pillows are not allowed at school.
- Pajamas/Onesies and bedroom shoes are not permitted unless it is for a fundraiser.
- Pants worn below the natural waist
- Sleeveless tops, dresses, tank tops, etc. (the ball of the shoulder should not be exposed)
- Anything the administration determines to be disruptive to the instructional process.

Pants/Slacks/Shorts/Skirts/Dresses

- All pants are to be worn at the waist and should not drag the ground.
- Spandex, leggings, biker's pants, excessively tight, or form- fitting clothing may be worn with a top that is long enough to cover your bottom and front.
- Shorts shall be worn at the waist, and shorts, skirts, and dresses must be long enough to come below the fingertips or longer.
- No holes in any article of clothing (pants, shorts, or skirts).

Shirts/Blouse/Sweaters/Sweatshirts/Tops

- No tank tops, halter tops, crop tops, capped sleeves, spaghetti straps, off the shoulder shirts, see-through mesh, fishnet tops, sleeveless shirts/ jerseys nor clothes with cuts, slits, or holes are allowed.
- Vests, blazers, sweaters, parkas, windbreakers, or sweatshirts, which meet the requirements of this dress code, may be worn over shirts.

Shoes

- Shoes shall be properly fitted or strapped.
- Flip-flops, bedroom shoes, or slides are not permitted.
- Crocs and sandals are permitted.
- Tennis shoes must be worn for outdoor activities, weight training, and PE.

Dress Code Accommodations

Students with injuries may need accommodations to the dress code. These accommodations shall be considered for approval upon receipt of a doctor's note.

Dress Code Violation Disciplinary Action

Dress Code Violations will result in the following consequences (With each offense, student will be required to change clothing):

1. 1st offense: Warning, phone call home for clothes, and student will be placed in ISS until clothes arrive
2. 2nd offense and beyond: Follow the 4-Step Process

Final decisions about Dress Code will be at the discretion of the Principal. Building level principals have the responsibility and authority to interpret and enforce the student dress code.

Acceptable Use of Computers and Electronic Communications (Opt Out Form at end of Handbook)

Henderson Middle School is pleased to offer students access to a computer network for Internet use. Should a parent prefer that a student not have Internet access, we ask that you complete the Butts County School Internet Exemption Form located on the next to last page of this handbook. Even if a student does not have permission to access the Internet, use of the computers is still possible for more traditional purposes such as word processing.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the

school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

TIGER DETAILS

Reporting Inappropriate Behavior
Any student (or parent or friend of a student) who has been the victim of an act of inappropriate behavior (sexual abuse or sexual misconduct by a teacher, administrator or other school system employee) is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Reporting a Complaint
According to Georgia law, any citizen of the state of Georgia may file a complaint against a certified/licensed educator. The complaint must be in writing and signed by the complainant. To help the GaPSC staff process your complaint as quickly as possible, follow these guidelines:

- Choose the General Complaint Form, Abandonment of Contract Complaint Form, or the Testing Violation Complaint Form.
- If you do not know which to use, choose the General Complaint Form.
- Mail or fax the completed form to the Educator Ethics Division at the address (or fax number) given on the bottom of the form. Please fill in all requested information, include the educator's full name, address, phone number, and school district.
- Briefly state the standard that was violated and how it was violated.
- Attach supporting documentation, if applicable, including the names, addresses, and telephone numbers of any potential witnesses, if known. Information for reporting a complaint can be located at: www.gapsc.com

Highly Qualified Teachers
The Butts County School System hires all teachers as Highly Qualified. We assign teachers to their subject area and/or grade level expertise. Parents will receive notification if a non-highly qualified teacher is assigned as the child's teacher of record in an academic content area for four consecutive weeks or more.

Right to Know Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Every Student Succeeds Act, the **Butts County School System** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teachers' and/ or paraprofessionals' qualifications, please contact Caressa Gordon, Director of Human Resources, at 770-504-2300.

Parent and Family Engagement Policy

In order to guarantee student success, a partnership between the school and parents is important. In order to maximize the success of our students, Henderson Middle School has created a Parent Involvement Policy.

Henderson Middle School

School Parent and Family Engagement Policy

In order to guarantee student success, partnerships among schools and parents are vital. At Henderson Middle School, we recognize that parents are their children's primary teachers and their support is critical in our efforts to provide a quality education to the youth at Henderson Middle School. "Over 30 years of research has proven beyond dispute the positive connection between parent and student success. Effectively engaging parents and families in the education of their children has the potential to be far more transformational than any other type of educational reform" (p.5, National PTA, 1997). In order to maximize the success of our students the following strategies are planned to involve parents at Henderson Middle School.

Este es un documento importante de la escuela de su hijo.

Si ustedes necesitan que traduzcamos esta información, por favor, llamen a COUNSELOR al (770) 504-2310 ext. 3060

PARENTAL AND FAMILY ENGAGEMENT POLICY REQUIREMENTS

Purpose	Activities/Strategies
The school will involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 118(b) of the ESEA.	· School Parental Involvement Team · School-Parent Compact · Parent Survey (one per semester) · School Council · PTO Meeting
The school will distribute to parents of participating children and the local community, the School Parental Involvement Policy.	· School Website · New student enrollment Packet · Main office parent information display · Annual Title I Meeting · Student Information Packet

The school will convene an annual meeting to inform parents of the following: Title I, Parent Involvement Plan, School Parent Compact, and will hold parent/teacher conferences, and communicate frequently to parents on upcoming activities and workshops.	· 6th grade Orientation · Various meetings throughout the school year · Annual Title I Meeting · Parent Conference Day
The school will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	· Parent-Teacher Conferences · School Website · 6th grade Parent-Student Orientation · Advisor/Student/Parent Annual Conferences · PTO Meetings · Welcome Letter
Shared Responsibilities for High Student Academic Achievement	
The school will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement.	· School Website with Academic Student Links and Parent Resource Links · Spring Semester/5th to 6th Grade Transition Evening for Parents · School Council · PTO Meetings · Community Conversation
The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.	· School Website with Academic Student Links and Parent Resource Links · Student Support Team & Services · How to Use Your Parent Portal · Counselor/Parent-Student-Teacher Conferences · Parent Workshops
The school will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with , and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools.	· Faculty Training on Parent/Teacher Communication · Staff Workshops · Faculty training on how to use Parent Volunteers
The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand	· District /School Website · School Activities Calendar · Various Newsletters · Phone Notification System · School Flyers · Main Office Parent Information Display · Month at a Glance · Infinite Campus · Remind
Building Capacity for Involvement	
The School Parental Involvement Policy may include additional discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement.	· HMS Meet and Greet Schedule Pickup · PTO/School Council meetings · Community Calendar

The school will administer an annual survey to assess the best time for workshops, the type of workshops that are needed, and rate the effectiveness of parental involvement activities.	· School Survey-Fall and Spring

Schools receiving Title 1, Part A funds must implement programs and activities for the involvement of parents. In order to build a dynamic home-school partnership, Henderson Middle School will implement the above parental involvement activities.

SCHOOL HEALTH GUIDELINES SY 2026-2027

Medication Use:

The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary medication may be given to a student during the school day and the following guidelines will apply:

- Each school year, an *Authorization for the Administration of Medications by School Personnel* should be signed by the parent and the prescribing physician. These forms will be filed in the school clinic and must be completed for each medication as well as for any changes in medications. All medications will stay in a locked cabinet in the School Clinic unless authorized by the prescribing physician and the parent/guardian. Employees will be properly trained each year in the event that medication will be given by someone other than the Nurse.
- Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home. Morning medications will not be given at school.
- Medications brought to school in unlabeled bottles, plastic bags; aluminum foil, etc. <u>will not</u> be administered. Students are not allowed to keep medication in their possession at school (except as stated below with asthma inhalers, EpiPens, and diabetic supplies). Violations of these guidelines may be subject to disciplinary actions.
- Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication (i.e. Tylenol with codeine, Lortab, Xanax, Valium).
- All medications administered at school must be FDA approved for the usage (diagnosis) and route specified by the physician.
- Overnight field trips will require a special form, the *Overnight Medication Form*. Controlled substances will require the signature(s) of both the parent and the physician. Over-the-counter medication to be given during overnight field trips will require only the parent's permission. All medications should be delivered by the parent to the school personnel in charge of the trip at the time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
- School-day field trips will require a special form, *Field Trip Medication Form*. The clinic personnel will complete the top part of the form, prepare an envelope for the student

containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures. Emergency medications (rescue inhalers/nebulizers and EpiPens) will be sent with the teacher and returned to the clinic at the conclusion of the field trip. If a student has a current *Allergic Reaction Health Plan* ordering an Epipen and/or emergency asthma medication form on file at school, they will be required to have their emergency medication on the field trip to prevent any issues. If the medication is not provided by the parent for the field trip, the student may not be allowed to attend the field trip. This decision will be made by the school nurse and/or principal if medication is not available. Advance notice will be given to the parent at least two weeks prior to the field trip (or as soon as the clinic is aware of the trip).

Prescription Medications:

- The child's physician must complete and sign a medication form for **long-term medications** (medications given for more than two weeks) and the form should also be signed by the parent. With parental consent, the medication can begin to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. It is the parent/guardian's responsibility to have the physician sign the form. Medications **cannot** be transported on a school bus except by school personnel for school trips.
- All refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. The pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication needed until the next refill is due (usually a month) and take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
- Short-term prescription medications (example: antibiotics) will not be given during school hours unless the medication is for long term use (more than six weeks).
- All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name.
- Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
- All medications will be counted by a designated school representative and the parent. The documented medication count will be on the Count Sheet.
- Asthma inhalers, EpiPens, and diabetes management require a specific form (*Diabetic Management Plan, Allergic Reaction Emergency Health Care Plan, Permission to Carry Epipen, and/or Asthma Emergency Medication Authorization*) to have these medications/supplies at school. If the medical provider deems it necessary for the student to have these medications and/or diabetic supplies with the student instead of in the clinic or with an adult, it must be denoted as such from the provider on these forms.
- EpiPens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. 911 must be called anytime an EpiPen is administered. If the parent can not arrive at the school in a timely manner the student will be transported to the nearest Emergency Room.

- Levalbuterol or albuterol sulfate may be administered to a student by any trained employee if there is a perceived or actual respiratory distOTC medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent.ress requiring the medication regardless if there is a prescription on file.

Nonprescription Medications (Over-The-Counter--OTC):

- OTC medications must be in the **original** container and the parents must sign the Short Term Medication Form. OTC medications must be given in accordance with the labeled directions (i.e. age, weight, dosage requirements) unless a physician provides orders to administer differently. If the duration is longer than recommended on the label, (usually two weeks or less) the parent must provide the school with a letter of medical necessity/orders from the student's physician.
- OTC medications will be given on a short-term basis only (two weeks or less). Medication must A school nurse will be trained in head lice detection. In the event that the nurse is not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse.be brought to the school office by the parent. Students are discouraged from bringing medications on a school bus.
- Tylenol, Pepto-Bismol, Tums, etc. **will not** be supplied/provided by any school personnel. OTC medications must be supplied by the parent.
- Medications should be counted by a designated school representative and the parent and documented on the *Short Term Medication Form* and doses given should be documented on the corresponding form.
- Students are allowed to transport and possess non medicated cough drops and eye rewetting drops for use during the school day.

Head Lice

- Children infected with head lice will be sent home with a letter to parents regarding recommendations for treatment, disinfecting the home, and procedures for readmission to school. Our local protocol requires that children be nit-free. Only one day will be counted as an excused absence, all other days will be marked as unexcused as per our BCSS Attendance Guidelines. Children cannot return to school until examined and cleared by the nurse. After 2 confirmed cases of head lice within the school year, a letter of clearance must be obtained from the Butts County Health Department or the child's physician.
- All siblings, of a confirmed case, will be checked if they attend a Butts County School.
- A school nurse will be trained in head lice detection. In the event that the nurse is not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse.
- If there are 3 confirmed cases within a 2-week time period from the same class, the entire class may be checked. The principal has discretion in checking any classroom for possible infestation.
- The School System will follow the recommendations of the Georgia Head Lice Manual in regards to classroom treatments.
- If a parent reports head lice to the classroom teacher or the front office, it should be reported to the clinic personnel and/or school nurse so appropriate action can be taken.

Illnesses

- Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness or fever greater than 100.4 degrees. You may also be required to pick up your child with the following issues (as deemed necessary by clinic staff): vomiting, diarrhea, unusual/unexplainable rash, red/itchy draining eye, etc. Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.
- If a student has painful urination, blood in their urine, or pain in their genital area, the school will contact you. You may be requested to take your child to the doctor for an evaluation if deemed necessary. This complaint can be from many sources; therefore, you will want to work with your school nurse and physician and provide the school nurse with information regarding the diagnosis.

Chronic Conditions

- When a student has a chronic medical condition that needs managing by the school staff, health plans and/or physician's orders will be required for any student that needs an EpiPen for severe allergies, Type I or II Diabetes, Seizure Disorder (Epilepsy), Special Procedures (i.e. trach care, urinary catheterizations, suctioning, GT feedings), etc. These will be required for attendance and must be updated each school year. The school nurses may deem additional health conditions or situations not listed that may need a care plan based on individual students.
- All supplies and medications needed for the school to perform special procedures and take care of students with chronic conditions must be provided by the parent and available at school every day or the student may not be allowed to attend.

Immunizations

- Immunizations are required by law for certain age/grade levels. If the parent/guardian does not wish to vaccinate their student, a waiver must be obtained and notarized. If a completed immunization record/ waiver is not provided to the school your child may not be able to attend. The school nurse/ data clerk will contact you regarding the deadline.

Hospital Homebound Services

- Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance. Contact the school principal and/or district social worker for more information.

Food Allergies

- Every effort will be made to protect your child from receiving food that he or she is allergic to. For the cafeteria to make a substitution for a food allergy, there must be an up-to-date physician signed document on file at the school stating the child's allergy.

- We will provide a visible identifier, with parent/guardian permission, listing the food allergies for your child to wear to the cafeteria so that the adults in the cafeteria have a quick, visual reference for his/her food allergies and can better protect your child.

Clearance to Return to School

- There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery or overnight hospitalization (need clearance and any limitations), clearance from head lice, clearance after being sent home for a suspicious rash or skin condition, clearance for pain in genital areas, blood or burning of urine.

In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation. Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children's Healthcare of Atlanta. In the event CDC, DOE, or DPH guidelines supersede any above guidelines, they will be followed. BCSS reserves the right to make changes if needed to protect the safety of our students and staff.

Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32; GA Registered Professional Nurse Practice Act, 43-26-3, 20-2-779; 20-2-776; 20-2-776.1; 20-2-776.2; 20-2-776.3; 20-2-774

Butts County Schools

Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Butts County Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("provided information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Butts County Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide

parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

Date:	Between November-March
Grades:	Three through Twelve
Activity:	Survey Administration for The Georgia Student Health Survey 2.0
Summary:	The GSHS 2.0 for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors. The GSHS 2.0 for elementary students includes school safety and school climate questions only.
Opt-out:	Contact **your child's principal** in writing no later than **September 1, 2026** if you do not want your child to participate in this survey.

Butts County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Butts County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Butts County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Butts County Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of any personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notice To Parents/Guardians And Eligible Students Of Rights Under the Family Educational Rights And Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest so the official may need to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

(a) Student's name, address and telephone number;
(b) Student's date and place of birth;
(c) Student's participation in official school activities and sports;
(d) Weight and height of members of an athletic team;
(e) Dates of attendance at schools within the district;
(f) Honors and awards received during the time enrolled in district schools;
(g) Photograph; and
(h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Nondiscrimination

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations.

The Butts County School System does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Caressa Gordon, Title IX

Coordinator, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300 or gordonc@bcssk12.org.

The OCR office for Georgia is located at
Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: 404-562-6350
FAX: 404-562-6455; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone:1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Teenage and Adult Driver Responsibility Act (TAADRA)
Please note that the State Department of Education will forward student enrollment, suspension, and expulsion information to the Department of Driver Services. Driver's licenses will be issued to students who are enrolled and not under suspension or expulsion from school.

Finance
The Butts County School system has partnered with MySchoolBucks to offer electronic payment options for school/student fees. Visit the "For Parents" tab on the Butts County School System's website for more information.

Technology
See Chromebook Loaner Agreement On Butts County Schools website. Accidental Damage Protection (ADP) fee of $30.00 due each year. The replacement cost for devices is $400.00.

Section 504 Procedural Safeguards
Overview:
Any student, parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

Hearing Request: The Request for the Hearing must include the following:

a. The name of the student.
b. The address of the residence of the student.
c. The name of the school the student is attending.
d. The decision that is the subject of the hearing.
e. The requested reasons for review.
f. The proposed remedy sought by the grievant.
g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

Mediation:
The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures:
a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

Decision:
The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

Review:
If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.Students may report harassment or perceived discrimination to the school administrator. All such reports may be investigated by the Title VI and Title XI Coordinators, considered by Section 504 of the Americans with Disabilities Act Coordinator, and the Sports Equity Coordinator.

The OCR office for Georgia is located at:
Atlanta Office for Civil Rights U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104
Telephone: 404-562-6350
FAX: 404-562-6455; TDD: 877-521-2172 Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education Office for Civil Rights
Customer Service Team 400 Maryland Avenue, SW
Washington, D.C. 20202-1100 Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Henderson Middle School

Home of Scholars and Champions

494 George Tate Drive ● Jackson, Georgia ● 30233 ● (770)504-2310 ● FAX (770)504-2315

Opt Out for – Photos, Publications, Clubs and Organizations, and Computer and Internet Usage

Please read each option below. Initial each area that you **WOULD NOT** like your child to participate in this school year. Sign the bottom of the document and
and return to your child's homeroom teacher.

We need your permission for the following special parts of the school program. If you are **NOT** willing for your child to take part in these activities, please sign the initial each line below then sign the form and return it to the school tomorrow.

_____Photographs and Publications: I **DO NOT** grant permission for my child to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, our closed-circuit news program, and the JHS website

_____Clubs and Organizations: I **DO NOT** grant permission for my child to participate in clubs and organizations at Henderson Middle School . I understand that from time to time, my child will be staying after school and that I will be responsible for transporting my child home.

_____ Computer and Internet Usage: I **DO NOT** grant permission for my child to use the computer equipment provided by Butts County Public Schools and to access the Internet for research purposes and other academic activities.

Student Name (Please Print): _____

Homeroom Teacher: _____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature: _____

Date : _____

Henderson Middle School

Home of Scholars and Champions

494 George Tate Drive ● Jackson, Georgia ● 30233 ● (770)504-2310 ● FAX (770)504-2315

Student Handbook Acknowledgment

We have read and understand the Henderson Middle School student handbook. I am willing to ensure that my child will follow all school policies and discipline procedures of Henderson Middle School.

Student Name (Please Print): _____

Homeroom Teacher: _____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature: _____

Date : _____