

**HAPEVILLE CHARTER SCHOOLS**

**STUDENT HANDBOOK**

**2016-2017**

**To be used in coordination with the Fulton County School System  
Student Code of Conduct and Discipline Handbook**

**Georgia Magnet/Charter Schools Foundation, Corp.  
A Georgia based section 501(c)(3) CORP. #0309121**

**Hapeville Charter Middle School  
Sixth and Seventh Grade Campus**

3535 South Fulton Avenue  
Hapeville, GA 30354  
404-767-7730  
404-767-7706 (fax)

**Hapeville Charter Middle School  
Eighth Grade Academy**

6045 Buffington Road, Building B  
College Park, GA 30349  
404-941-1040  
404-767-7706 (fax)

**Hapeville Charter Career Academy**

6045 Buffington Road, Building A  
College Park, GA 30349  
404-766-0101  
404-941-1102 (fax)

Hapeville Charter Middle School (HCMS) and Hapeville Charter Career Academy (HCCA) are each accredited by AdvancED. HCMS and HCCA receive funding through the Federal Title I Program for economically disadvantaged families as school-wide Title I Schools operating as a part of Fulton County School System. This corporation (which includes HCMS and HCCA) is an equal opportunity provider. HCMS and HCCA are members of the Georgia Charter Schools Association.

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## **FROM THE HAPEVILLE CHARTER PRINCIPALS' DESKS**

Dear Parents and Students:

Welcome to the 2016-2017 school year at Hapeville Charter School! The administration, faculty and staff at HCS are looking forward to working your student and his/her family. We continually strive to provide the best possible learning climate for our students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. It is our goal to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work, learn and have fun together in harmony.

Hapeville Charter School is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook, along with *The Fulton County School System Student Code of Conduct and Discipline Handbook*, are essential reference books describing our expectations for each student attending Hapeville Charter School. Read both handbooks carefully. Be sure to ask for clarification of any part, or parts, that you do not fully understand. These two handbooks have been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep these handbooks because you will use this information throughout the school year.

On behalf of the entire Hapeville Charter School Board, faculty/staff and community, we wish you the best for a great 2016-2017 school year!

Sincerely,



Jannard Rainey  
Principal, Hapeville Charter School and Career Academy



Marcia Lowe  
Principal, Hapeville Charter Middle School

# HAPEVILLE CHARTER SCHOOLS 2016-2017 SCHOOL CALENDAR

## 2016-17 School Year

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
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OCTOBER 2016						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

NOVEMBER 2016						
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DECEMBER 2016						
S	M	T	W	T	F	S
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JANUARY 2017						
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29	30	31				

FEBRUARY 2017						
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26	27	28				

MARCH 2017						
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APRIL 2017						
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<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

MAY 2017						
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23	24	25	26	27	28	29
30	31					

JUNE 2017						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29



**BOARD OF EDUCATION**  
 Linda McCain, *President*  
 Linda Bryant, *Vice President*  
 Julia Bernath • Gail Dean • Catherine Maddox  
 Katie Reeves • Katha Stuart  
 Jeff Rose, Ed.D., *Superintendent*

○ First/Last Day of Semester    
 ■ Holiday—schools closed    
 ● Teacher Workday—students off

**First Semester**  
 August 2 – 5 ..... Preplanning for teachers  
 August 8 ..... First Day of School  
 September 5 ..... Labor Day (schools closed)  
 October 10 ..... Columbus Day Holiday (schools closed)  
 October 11 ..... Professional Development Day (students off)  
 November 8 ..... Election Day/Teacher Workday (students off)  
 November 21 – 25 ..... Thanksgiving Holidays (schools closed)  
 December 22 ..... Last Day of First Semester  
 December 23 – January 4 ..... Winter Break (schools closed)

**Second Semester**  
 January 5 ..... Teacher Workday (students off)  
 January 6 ..... Professional Development Day (students off)  
 January 9 ..... First Day of Semester  
 January 16 ..... Martin Luther King Jr. Holiday (schools closed)  
 February 17 ..... Student/Teacher Holiday (schools closed)  
 February 20 ..... President's Day Holiday (schools closed)  
 March 10 ..... Teacher Workday (students off)  
 March 13 ..... Professional Development Day (students off)  
 April 3 – 7 ..... Spring Break (schools closed)  
 May 25 ..... Last Day of School  
 May 26\* ..... Postplanning for teachers  
 May 29 ..... Memorial Day Holiday (schools closed)

\* Designated as inclement weather make-up days (if needed).

**Who To Call**

Central Administration .....	470-254-3600
Bus Transportation .....	
North Fulton .....	470-254-2970
South Fulton .....	470-254-6060
School Attendance Zones .....	470-254-5540
Student Records .....	470-254-0030
Curriculum Information .....	470-254-4943
Special Education Information .....	470-254-0400
Gifted/Advanced Studies Information .....	470-254-6811
Systemwide Testing .....	470-254-1751
Pre-Kindergarten Programs .....	470-254-7840
Talent (Human Resources) Division .....	470-254-4585
School Nutrition Program .....	470-254-8960

**Weather-Related School Closings**  
 Local radio and television stations, along with the system's website and social media sites, will report school closings or delays due to weather. Decisions are based on factors such as transportation, the condition of the schools, weather forecasts and street conditions.

**2016-17 Breakfast & Lunch Prices**

	Breakfast	Lunch
Elementary School	\$1.05	\$2.35
Middle and High School	\$1.20	\$2.60
Reduced Price	\$0.30	\$0.40
Adults	\$1.55	\$3.35



6201 Powers Ferry Road  
 Atlanta, Georgia 30339  
 470-254-3600 • [www.fultonschools.org](http://www.fultonschools.org)  
 Twitter.com/FultonCoSchools • Facebook.com/FultonCountySchools  
 Equal Opportunity Agency, Compliance Coordinator: 470-254-4585 • TTY 1-800-255-0135

## **HCMS and HCCA MISSION STATEMENTS**

### **VISION**

Provide an environment that will excite, inspire and transform classes of students into productive Life Ready individuals capable of, and interested in, working together to enrich their lives and lead future generations.

### **HOW**

- Provide enthusiastic and exciting teaching professionals
- Acknowledge the positive efforts of individuals and teams
- Expose students to diverse societies, career opportunities, arts and leisure activities

### **MISSION OF HAPEVILLE CHARTER MIDDLE SCHOOL**

- **The mission of Hapeville Charter Middle School is to prepare each student within a safe and caring learning environment for successful transition to high school**

### **MISSION OF HAPEVILLE CHARTER CAREER ACADEMY**

- **The mission of Hapeville Charter Career Academy is to provide a challenging and encouraging learning environment which substantially prepares each student for post-secondary plans and the workplace.**

## **ATTENDANCE**

In order to participate in after school extracurricular activities, including music performances, plays, etc., students must arrive on time to be counted present for the school day.

### **Absences and Tardiness**

Hapeville Charter School recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what your responsibilities are. Be aware of your responsibilities regarding homework, quizzes, and tests when you have an absence.

### **Excused Absences**

Hapeville Charter School accepts only the following as excusable reasons for absence from school. Parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

1. **Personal Illness:** Your parent or guardian must call the school each morning you are out of school because of illness. When you return to school, you must bring an explanatory note from your parent or guardian. The school may require a doctor's confirmation.
2. **Illness in the Family:** Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian.
3. **Quarantine of the Home:** Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Such an absence is limited to the length of the quarantine as fixed by the proper health officials.
4. **Death of a Relative:** Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian.

### **Make-up Work for Excused Absences**

An absence from school does not excuse you from responsibilities in the classroom. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. To be eligible for make-up work, you must show each teacher the "excused absence slip" obtained from the office. On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up and may give you a zero.

### **Unexcused Absences**

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you:

1. Fail to bring a written note within two school days following an absence;
2. Leave school without signing out of school at the office;
3. Are absent from class without permission, including walking out of class;
4. Are absent from school without parental permission;
5. Get a pass to go to a certain place but do not report there;
6. Are absent for reasons not acceptable to the administration.

### **Make-up Work for Unexcused Absences**

If you have an unexcused absence, your grade(s) in a class or classes will be affected. You may not make up work following an unexcused absence. An unexcused absence may result in an "F" or "zero" for the day in each class missed. Teachers are not obligated to allow you to make up quizzes or tests but may choose to do so.

**Tardiness**

Tardiness to school and to class is unacceptable. Oversleeping, missing the bus, socializing or lingering in the halls are not acceptable excuses for tardiness.

If you arrive late to school, go immediately to the office. If you are late for a class, report immediately to the classroom. Your teacher will report your tardiness to the office.

**Excused Tardiness**

You must have your parent or guardian write an explanatory note if you arrive late to school. You must report to the office when you arrive. If you fail to do this, you will receive an unexcused tardy. Only three excused tardy explanations will be accepted per student each school year. All subsequent tardy notices will be registered as unexcused.

**Unexcused Tardiness**

If you arrive late to school without a note, report to the office to check in. You will receive a “late slip” for admittance to class. You will have two days to bring in a note to change this to an excused tardy providing that the three excused tardy limit has not been reached.

**STUDENT RIGHTS AND RESPONSIBILITIES**

<b>Student Rights</b>	<b>Student Responsibilities</b>
<ol style="list-style-type: none"> <li>1. To feel safe in the school environment.</li> <li>2. To take full advantage of learning opportunities.</li> <li>3. To work in an environment free from disruptions.</li> <li>4. To express opinions, ideas, thoughts, and concerns.</li> <li>5. To have a healthy environment that is smoke, alcohol, and drug free.</li> <li>6. To use school resources and facilities for self-betterment under appropriate supervision.</li> <li>7. To expect courtesy, fairness, and respect from all members of the community.</li> <li>8. To be informed of all expectations and responsibilities.</li> <li>9. To take part in a variety of school activities.</li> <li>10. To have the right to due process.</li> </ol>	<ol style="list-style-type: none"> <li>1. To be caring and honest.</li> <li>2. To do his or her best to learn and master all he/she can.</li> <li>3. To respect school rules, regulations, and policies outlined in this handbook and the Fulton County Code of Conduct.</li> <li>4. To be sure that personal expressions do not interfere with the rights of others.</li> <li>5. To follow state law and school policies concerning substance abuse.</li> <li>6. To respect and protect the personal and property rights of others and of the school.</li> <li>7. To treat all members of the community with full respect, fairness, and courtesy.</li> <li>8. To abide by all the expectations of the school and its community.</li> <li>9. To follow the prescribed guidelines for participation in school activities.</li> <li>10. To adhere to due process procedures.</li> </ol>

All students at Hapeville Charter School are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. In all instances, HCS policies and procedures governing due process for suspensions and expulsions will follow Georgia Education Law. All students at HCS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept confidential.

## **CONDUCT INFORMATION**

It is our belief that discipline is one of the cornerstones of a good education. To ensure good discipline, a close, cooperative relationship must exist between the home and the school. The HCS discipline policy provides close communication with parents at the onset of discipline problems. Together we can find alternatives for students so that they can experience success in relationships at home and school. HCS enforces the discipline codes and procedures as established by the Fulton County School System.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot and should not place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

## **DUE PROCESS**

- a. Disciplinary hearings to ensure "due process" will be conducted by a Hearing Officer, which will be hired by a local law firm used by Fulton County School System.
- b. The Tribunal's hearing officer will be an attorney at law.
- c. The Tribunal will possess and exercise the full authority to hear and determine the necessary course of action, which could include disciplinary action that includes, but is not limited to, short-term suspension, long-term suspension, or expulsion.
- d. The Tribunal's decision will govern the circumstance in question.
- e. The student/parent/guardian has the right to appeal a decision made by a Tribunal to the HCS Board of Directors and the Fulton County Board of Education's Discipline's Office.
- f. As Tribunals are a part of the judicial process, students and parents have the right to hire an attorney as a representative at any hearing.
- g. The hearing papers/records will be maintained in the record's room maintained by the Registrar's Office.
- h. The Fulton County Schools Student Code of Conduct and Discipline Handbook will be distributed, discussed and reviewed during the first week of school/open house.

One of the most successful unique or innovative behavior management methods is the involvement of students (exhibiting immature behavior) with the various community projects in South Fulton County. This is a good way for students to become familiar with the surrounding community members while working on events such as planting trees, preparing for City sponsored street dances, and holiday festivals. In many instances, the students begin to respect the fact that others truly can treat them as young adults, rather than "the constant discipline problem." The community members become mentors without ever having to say that term.



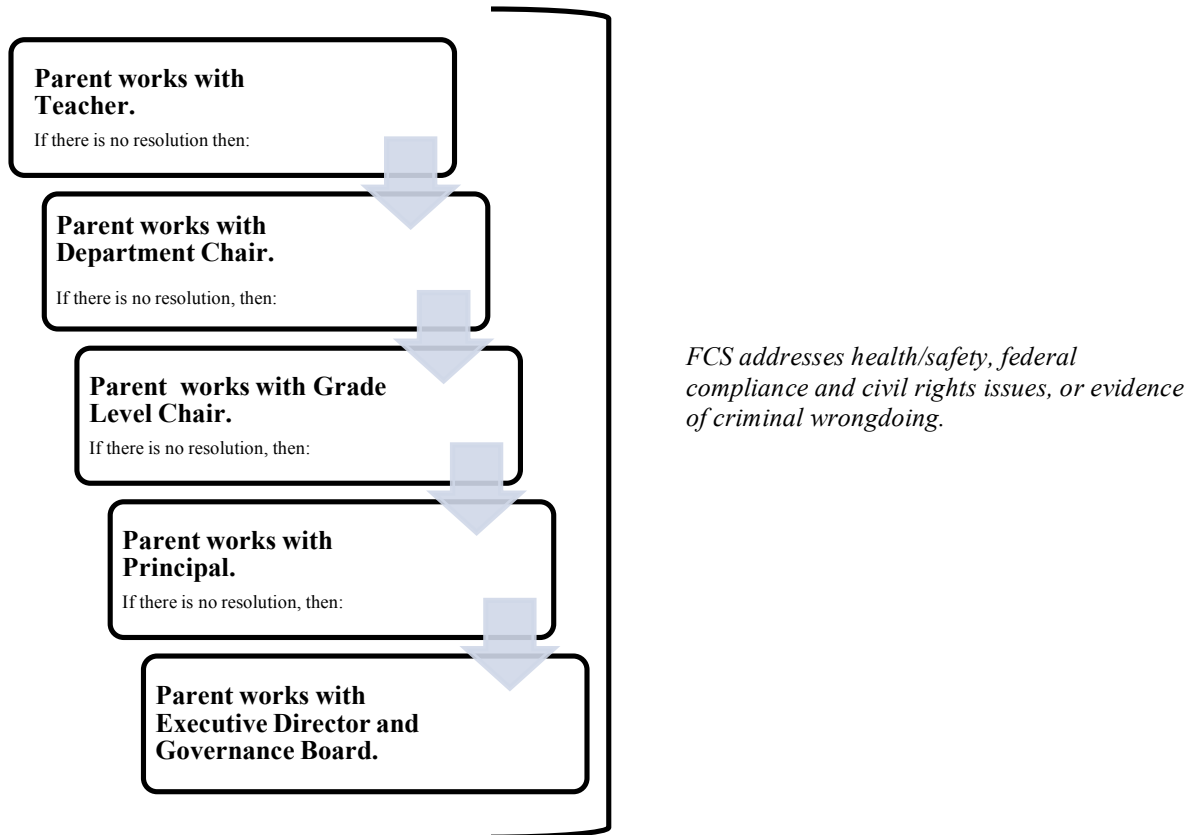
## DISCIPLINE PROCESSES OVERVIEW

Hapeville Charter Schools follow the Fulton County School System Student Code of Conduct. The tribunal steps which ensure due process are outlined in this student handbook which is posted on line as well as distributed for parental signature.

Fulton County School System Disclaimer for the purpose of clarifying the role of the Fulton County School System in discipline actions:

*While the Fulton County School system retains ultimate authority over approved charter schools, it is a FCS practice to request that parents work through the processes identified in this charter contract to resolve school-level issues. Fulton County Schools respects the autonomy of the charter school and will not become involved in school level matters unless there is a serious issue such as a health or safety concern, federal or civil rights compliance issues, or evidence of criminal wrongdoing.*

The following diagram includes the discipline processes overview for Hapeville Charter Schools' parents, teachers and faculty/staff:



## **VIOLATIONS**

Discipline violations will result in referrals to the office for disciplinary action with possible consequences as specified in the Fulton County School System Discipline Code. The final determination of consequences will be made by the principal or his/her designee.

## **INDIVIDUAL ACTIONS**

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. HCS, its employees, nor the board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

HCS has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. Our ultimate goal is to develop in students a sense of responsibility and self-discipline.

Firm but fair is the basis for this discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. HCS takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students who violate HCS rules, the Code of Conduct as defined in the Fulton County Handbook or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities including public transportation sites (MARTA bus stops and train stations.)

## **BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM**

Minor misconduct reports issued to students outside of the classroom (ex: inappropriate peer interactions, inappropriate hallway behavior, late to class, horseplay) will be handled by the issuance of a student discipline report. Any HCS employee who observes a student engaging in inappropriate behavior outside of the classroom can issue a student discipline report.

### **IN THE CAFETERIA**

1. Place disposable trays, trash and debris in trashcans.
2. Keep tables, chairs, and floors clean.
3. After eating, push chairs back under tables.
4. Talk in a quiet voice.
5. Keep cafeteria lines orderly - no pushing, running, or cutting in lines.
6. Stay seated at all times unless disposing of trash.
7. Do not leave the cafeteria without permission from your teacher and/or the administrator in charge.
8. No loitering in the cafeteria; return to class with your teacher.
9. Keep hands, feet, personal belongings and food to yourself.
10. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.
11. HCS does not provide microwave ovens for student use. Please plan your meals accordingly.

### **AT GROUP ASSEMBLIES**

Assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program.

### **IN TECHNOLOGY LABS AND CLASSROOMS**

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students shall not bring food items (including candy or gum) or beverages into the classroom or technology lab. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

### **IN THE HALLS, RESTROOMS, MEDIA CENTER**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or a staff member, or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways, the media center, and restrooms are areas used by all members of HCS. Because everyone uses these areas, there are rules of conduct that all students must follow.

1. You may not loiter in the halls, restrooms, or media center.
2. You may not eat in halls, restrooms, or media center.
3. You may not run in the halls, media center or restrooms.
4. You may not use any profane or vulgar language while in these areas.
5. You may not yell, scream, hit lockers or make excessive noise while in these areas.
6. You must do your part to keep these areas clean and safe.
7. Do not leave belongings on the floor outside your locker or on top of lockers.
8. Clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the restrooms to a teacher or to the office.
10. Do not roughhouse, push, or wrestle.

Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

### **ON THE BUS**

Conduct on the bus is expected to be the same as in the classroom. Safety depends on the skill of the drivers and nothing should be done to distract him or her. Students may be denied bus privileges when behavior is inappropriate. All students are expected to follow rules and procedures listed in *School Bus Safety Rides with You*, a brochure given to bus riders at Open House.

### **BUS CONDUCT EXPECTATIONS:**

1. Remain in your seat
2. No physical violence
3. No unauthorized physical contact with others on the bus
4. No bullying
5. No profanity
6. No disrespecting the bus driver
7. No throwing objects on the bus or out of the windows
8. No unnecessary noise
9. No vandalism
10. No tampering with emergency doors
11. No placing of body parts outside of windows
12. No weapons

### **DURING AN EMERGENCY**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell will be given for returning to class.

## **Hapeville Charter Mandatory Uniform Policy**

Students are expected to wear the HCS uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness.

When you wear your basketball uniform, your soccer uniform, your cheerleading uniform or any other team uniform, you are making a statement. You are saying that you are part of a team; that you take pride in that team; that you understand good sportsmanship; and that you have a winning attitude. Your HCS school uniform makes the same statement.

Sports uniforms also make you easy to identify on the court or on the field. One of the reasons that school uniforms were chosen is for the same kind of identification. When you wear your uniform, you can be identified quickly as a Hapeville Charter School Student. This easy identification is of great assistance to the local police officers and to our faculty and staff to be sure that you are “one of ours” and to keep you safe.

Another reason for sports uniforms is so that you can focus on what you are doing, whether it is track, soccer, football, basketball, or cheerleading. School uniforms allow you to do the same thing; that is, to focus on what you are at school to do -- learn -- and not on the current fashions. In addition, uniforms save your parents money on school clothes; sports uniforms are expensive!

Wear your HCS uniform with the pride of a team player. Tuck in that shirt tail, stand up straight, and put on a smile! You know each morning what has to be on the **outside**; put your energy towards what you are putting on the **inside**!

The principal or other duly authorized school official shall determine whether any particular use of the school uniform is in a violation of the spirit and/or the intent of this school uniform policy. Violations of the school uniform code will be dealt with on an individual basis at the discretion of the Principal or his designee.

**HAPEVILLE CHARTER MIDDLE SCHOOL 2016-2017 UNIFORM POLICY**

**HAPEVILLE CHARTER MIDDLE SCHOOL**

**2016-17 UNIFORM POLICY**

**ALL UNIFORM SHIRTS, PANTS, SHOES AND ACCESSORIES CAN BE PURCHASED AT**

**Wear Me**  
**116 Bethea Road, suite 204**  
**Fayetteville, GA 30214**  
**Phone no. 770 716 8217**  
**Fax no. 770 719 9693**

**Shoes and uniforms are also available at J&R Clothing located in Fayetteville, GA**

**PE UNIFORMS CAN BE PURCHASED ON SITE DURING OPEN HOUSE.**

	<b>Boys</b>	<b>Girls</b>
<b>Shirts</b>	8th Navy HCMS polo shirt with emblem 7 <sup>th</sup> Gold HCMS polo shirt with emblem 6 <sup>th</sup> Forest Green HCMS polo shirt with school emblem **SOLID WHITE, black or navy THERMALS CAN BE WORN UNDERNEATH POLO SHIRTS DURING WINTER MONTHS	8th Navy HCMS polo shirt with emblem 7 <sup>th</sup> Gold HCMS polo shirt with emblem 6 <sup>th</sup> Forest Green HCMS polo shirt with school emblem **SOLID WHITE, black or navy THERMALS CAN BE WORN UNDERNEATH POLO SHIRTS DURING WINTER MONTHS
<b>Pants/ Bottoms</b>	Solid Navy casual full length pants or knee length shorts (Pants should not have more than two pockets, be excessively baggy nor contain decoration) No cargo shorts allowed.	Solid Navy cotton/polyester casual pants full length (no capris!) Solid Navy cotton/ polyester skirt or skirt- knee length Solid Navy cotton/ polyester knee length shorts (Clothes should be loose fitting, contain no decoration, or excessive amount of pockets) Jeggings or Blue denim is <b>NOT</b> allowed.
<b>Accessories</b>	Solid Black/brown belt without decoration Solid white/ black/ navy ankle socks Conservative Jewelry: 12in or shorter gold or silver necklace, bracelet, and small earrings only	Solid black/brown belt without decoration Solid white/ black/ navy ankle or knee socks Conservative Jewelry: 12in or shorter gold or silver necklace bracelet and small earrings only
<b>Shoes</b>	Solid black K-Swiss casual shoes in canvas Brown suede dirty buck shoe or Brown/ black leather Dockers shoe Solid black tennis shoes	Solid black K-Swiss casual shoes in canvas Brown suede dirty buck shoe or Brown/ black leather Dockers shoe Solid black tennis shoes
<b>Jackets</b>	Students will be allowed to wear HCMS hooded sweatshirts, sweater or jackets which contain the HCMS emblem OR a SOLID navy sweater *****Other jackets will be prohibited	

## Hapeville Charter Middle School Uniform Policy Continued from Page 13

Students at Hapeville Charter Middle School are required to wear uniforms. This policy is approved by our Board and solidly supported by all parents/students applying to HCMS. The uniform policy is strongly enforced. Students who do not comply with the uniform policy will face disciplinary actions up to and including suspension.

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall be modestly dressed and groomed so as not to distract unreasonably the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress or appearance will not be permitted. The principal or other duly-authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule.

The following rules apply to all students:

1. Apparel or jewelry which designates “gangs,” neighborhood affiliations, or similar organizations will not be allowed. Solid colored tees (tees that hang below the waist) are not allowed.
2. All male students must wear belts and pants must be worn at the waist. No Sagging pants/shorts.
3. Shirts must be tucked in and belts must be visible. No excessive blousing.
4. No short-shorts or mini-skirts are to be worn.
  - a. Shorts, culottes, skorts, and skirts must be of appropriate knee length (appropriate length as determined by administration).
  - b. Boxer or bicycle shorts are not allowed.
5. No hats, curlers, head scarves (religious exceptions are permissible), bandannas, earrings (for males), sweat bands, sunglasses, or gloves are to be worn during school hours.
6. No clothing that is low cut, transparent, or that has revealing sides are allowed.
7. All jewelry must be in good taste.
8. All T-shirts must be in good taste (no suggestive wording or advertisements for tobacco, drugs, or alcoholic beverages). School administration will determine what is appropriate and acceptable.
9. Pants any length between the knee and the ankle are acceptable. Pants must not be frayed at the edges and peppered with holes.
10. No midriff tops, ripped or torn jeans will be allowed.
11. Shoes must be worn at all times. No flip flops. Shoes must have a wrap around the heel.
12. Tank tops and “white-tees” are inappropriate for school for males or females.
13. Wallet chains are not allowed.
14. Pajamas and bedroom shoes, flip flops are inappropriate for school.
15. Outrageous unnatural hair coloring is not allowed.

**HAPEVILLE CHARTER CAREER ACADEMY 2016-2017 UNIFORM POLICY**

**Hapeville Charter Career Academy  
2016 – 2017  
Uniform Policy**

**All Uniforms must be purchased from JR Clothing, Fayetteville, Ga 770 461-3440**

<b>Attire</b>	<b>Boys</b>	<b>Girls</b>
<b>Shirts/Tops</b>	<b>Long Sleeve or Short Sleeve w/logo</b> <b>Light Blue or White Oxford w/logo</b> <b>Tie # 5 or Solid Blue Bow Tie</b> <b>White Polo Shirt School w/logo</b> <b>Solid Navy Blue Sports Blazer w/logo</b>	<b>Long Sleeve or Short Sleeve w/logo</b> <b>Light Blue or White Oxford w/logo</b> <b>Tie # 5 or Solid Blue Bow Tie</b> <b>White Polo Shirt School w/logo</b> <b>Solid Navy Blue Sports Blazer w/logo</b>
<b>Pants/bottoms</b>	<b>Solid Khaki (A+ Brand) casual full length pants</b>	<b>Solid Navy (A+ Brand) casual full</b> <b>Length pants style #7113</b> <b>Solid Navy Skirts Style #143</b> <b>Solid Navy Dress Style #156</b>
<b>Accessories</b>	<b>Striped Tie #5</b> <b>Brown Belt</b> <b>Conservative Jewelry</b> <b>Black or Navy Socks</b>	<b>Solid Brown Belt</b> <b>Solid Navy Blue Hair Accessories</b> <b>Solid White Smooth Knee socks</b> <b>Conservative jewelry</b> <b>Navy Blue Cross Tie</b> <b>(No gloves or leggings permitted with uniforms)</b>
<b>Shoe</b>	<b>Suede Dirty Buc, Sperry Type Shoes or brown loafer</b>	<b>Suede Dirty Buc, Sperry Type Shoes or brown loafer</b>
<b>Jackets</b>	<b>Navy Blue Blazer</b> <b>Cardigan Blazer</b> <b>Seasonal: Fall and Winter Months</b>	<b>Cardigan Blazer</b> <b>Seasonal: Fall and Winter Months</b>
<b>School Approved Athletic/Team Gear</b>	<b>must be worn during student's sports season only</b>	<b>must be worn during student's sports season only</b>

## **GENERAL INFORMATION**

### **LOCKERS**

Students may be assigned a locker for his/her individual use at HCS for a non-refundable locker fee paid to the school during Open House or the first week of classes. The locker is for storing books, coats, and personal items necessary for school. Please note:

- Students should not bring valuable items from home. HCS will not be liable for personal items you leave in your locker or bring to school with you.
- To keep your school items safe, we strongly advise you to keep your locker private.
- Do not trade lockers with another student.
- Do not let another student share your locker.
- Do not give another student your locker combination.
- It is your responsibility to see that your locker is kept locked and in order at all times.
- You should report any damage, vandalism or non-working condition of your locker to the office.
- If you do not report vandalism, damage or the non-working condition of your locker, you will be held responsible for it.
- No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous.
- Due to the small size of HCS lockers, roller book bags are not permitted and extra large book bags are not advised.
- Clean out your lockers regularly and throw food items into the trash.
- Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it.
- School officials may make inspections.
- Students attending HCS should not expect privacy of the contents of their lockers, desks, or other school property.

### **PERSONAL PROPERTY**

It is highly recommended that all personal property be labeled with a student's name. Jackets, sweaters, P.E. uniforms, logo shirts, cell phones, book bags, lunch bags, purses, etc., can be returned to the rightful owner when they are properly identified.

### **LOST and FOUND**

Personal items that are found should be turned in to the campus front office. Students should check with the front office for lost articles. Unclaimed item will be donated to charity periodically after students are informed about the deadlines to check for lost and found items.

### **PAYMENT BY CHECK**

Parents may take care of monetary obligations by cash or check. Checks should be made payable to the school. There will be **\$25** charge for any check returned to the school by the bank.

### **TELEPHONE CALLS**

Students may not be called from class to talk on the telephone during school hours. Students are not allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. Students must have written permission from a classroom teacher stating a reason in order to use the office phones between 8:30 and 5:00. The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature that may involve the interruption of a class to deliver a message to a child must be directed to the principal or assistant principal for approval.

We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, walk home, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.



## **CELL PHONES**

Because of truly unfortunate events that have occurred in the United States in the past few years, cell phones have become a source of comfort between students and parents. Recognizing changing times, the HCS administration makes accommodations for students to possess cell phones at school under the following guidelines:

- Cell phones are to be turned off during the school day.
- Cell phones may not be used during the day, without permission from a teacher or administrator, for any reason, anywhere on school property.
- Cell phones are to be kept out of sight during the day and should be kept in the locker if brought to school.
- Cell phones are the responsibility of the student; HCS takes no responsibility in case of theft or loss of a cell phone.

Any violation of the guidelines listed above may result in confiscation of the cell phone; notification of parents; and suspension of the privilege of bringing a cell phone to school. Continuing infractions will result in more stringent consequences.

## **VISITORS TO THE BUILDING**

All visitors must first check in at the main office and wear a visitors badge before going to other parts of the building.

## **CHECKOUTS**

Photo ID is required of anyone checking a student out of school. ID's will be checked and verified with the list of individuals approved by the parent/guardian to pick up a student.

## **CLASSROOM OBSERVATIONS**

HCS values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. Related requests are welcomed. Contact the office for more information.

## **PARENT PARTICIPATION**

There are a number of opportunities at HCS for which a parent can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office for more information.

## **COMMUNICATION WITH SCHOOL PERSONNEL**

It is important that school officials are able to contact parents at any time; therefore, it is necessary that these officials have parents' home and business phone numbers on file. If you have a change of address or phone number, please notify the school within 24 hours

## **HEALTH AND SAFETY**

### **ILLNESS AND INJURY**

If you become ill or are injured during the day, report your illness or injury to a teacher who will refer you to the office. If you do not inform the office and miss class, it is an unexcused absence.

### **MEDICATION POLICY**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office *or* brought to school by the student's parent/guardian. The school must receive a *Medication Administration Directions Form* signed by the student's physician and parent/guardian.

On the medication container must be clearly printed the following information:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from school. Students may carry and administer their medication **if these two conditions are met:**

1. It is warranted by a potentially life-threatening condition and advised by their physician AND
2. A Medication Self-Administration Form is on file in the office signed by the student's parent physician, and the Principal

## **TEXTBOOKS**

Textbooks for pupils are furnished by HCS. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction, however; they will not be permitted to take the text or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

## **CONFERENCES**

Parents and teachers should maintain a good working relationship to help students to receive the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. The student's homeroom teacher will contact parents at some point during the first semester to arrange a time to talk on an individual basis about the student. Additional conferences may be held at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made. E-mail addresses for all the staff will be provided to the parents at the first of each semester.

## **HCSCONNECT**

Parents should contact their child's teachers if there are any questions concerning grades recorded or information contained on the child's report card. Parents can also see their children's academic improvement, assignments and projects through HCS Connect. Parents will be provided user name and password. Generally user name is first letter of the first name and full last name.

## **GRADING SYSTEM**

Students receive progress reports throughout the semester; final grades for core academic courses are received at the end of the semester (18 weeks.) The HCS Board of Directors, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards. Any grade below 70 is failing.

### **GRADING SCALE**

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

### **CONDUCT SCALE**

The teacher will record conduct grades, which are based on student behavior in each subject, as follows:

E = Excellent  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

## **RECOGNITION**

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement will be recognized each semester in three distinct categories:

- Principal's Honor Roll - students achieving a weighted academic average of 95 or above in all subjects.
- Honor Roll - students achieving a weighted academic average of 90 to 94.9 in all subjects.
- Achievement Roll - students achieving a weighted academic average of 85 to 89.9 in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied. Connection classes and core classes have different weights.

## **HOMEWORK POLICY**

Homework is an essential part of your successful educational program at HCS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments, the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Homework will be given regularly by HCS teachers and students are expected to complete homework assignments.

## **PREPAREDNESS FOR CLASS**

Students must bring the needed materials described in the course syllabus to class each day.

## **PROMOTION**

At the end of each academic year, students who have made satisfactory progress in academic subjects are promoted to the next grade level. In cases where promotion is questionable, the school notifies parents in advance and a cooperative/partnership stance is implemented to ensure student success.

Middle school students must have a passing grade in language arts, reading, mathematics, social studies, and science. A passing semester grade in the connections segment is accomplished by earning an average of 70 or above. Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. A failing grade in a subject can be made up by the student by earning a passing grade in the appropriate subject during a summer school session.

## **STUDENT SUPPORT TEAM (SST)**

The purpose of the student support team (SST) is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the SST process on their child. The SST process provides problem-solving strategies and instructional support for teachers. Questions concerning the referral process should be referred to an administrator.

## **SPECIAL EDUCATION SERVICES**

Hapeville Charter School recognizes that Federal law governs services to students with disabilities and it is the school's responsibility to ensure compliance with those laws. Students with disabilities will be educated in the least restrictive environment (LRE.) This means that they will be placed in the setting that puts the fewest limits on their opportunity to be educated with students who do not have disabilities. HCS utilizes an inclusive and holistic approach to special-education services. All identified students will receive support, remediation, modifications, and consultation services as designated within the classroom. A certified learning consultant will be available as needed to provide consultation services to classroom teachers who serve special education students. HCS shall comply with federal and state law that ensures that all students with disabilities will be provided with a free appropriate education (FAPE.)

## **FINAL EXAMS**

Final exams will be scheduled during the last weeks of the first and second semesters.

## **SERVICES FOR STUDENTS**

### **COMMUNICATIONS BETWEEN SCHOOL & HOME**

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school staff members via email, voice mail, written request, or by accessing the school's web pages as follows: <http://hapevillecharter.org/> and <http://hapevillems.org/> .

### **COUNSELING SERVICES**

Hapeville Charter School provides counseling services to students. The school counselor, or his/her designee, can help you plan and succeed in your middle school program and help you look ahead to high school and college. The school counselor can also help with personal issues and concerns. To see the school counselor, make an appointment in advance unless it is an emergency. Your parents may call the office to arrange an appointment with a counselor. If the counselor is not available and you have a problem, make sure you speak with a teacher or administrator.

### **FIELD TRIPS**

Grade level and/or team sponsored day field trips are offered to most students. Students suspended during the semester that the trip is scheduled are not permitted to participate. Any student who has demonstrated the inability to follow rules may also be prohibited from participating. This determination will be made by the administration. Field Trips offer exciting ways to learn. HCS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the *Field Trip Permission Slip* signed by your parent or guardian by the specified date. No phone calls will be accepted as permission.
- You must follow the Dress Code unless otherwise specified.
- You must abide by HCS codes of student conduct while on the field trip.
- Students will be responsible for the classes they miss.

### **BREAKFAST/LUNCH/NUTRITION PROGRAM**

Students may purchase a nutritional breakfast and lunch in the school cafeteria or may bring their breakfast or lunch from home. The cost for student lunch is announced at the beginning of school and can be paid daily or weekly. Families requesting an application for free or reduced lunch should contact the administration.

Breakfast and lunch are an extremely important part of a student's well-being. HCS staff will never knowingly allow a child to be hungry. Whereas we can not always promise that the food offered is necessarily a student's favorite, we can promise that nutritious food will always be available.

Students are not allowed to use microwave ovens. If bringing your lunch, please keep this in mind.

### **SCHOOL PICTURES**

A contracted photographer will photograph students in school. Picture dates will be announced well in advance of the date. Pictures will be available for purchase.

## **SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL**

### **Hapeville Charter Middle School**

Teachers arrive at 7:30 a.m. Students should not arrive before 7:00 a.m. or remain after 4:30 p.m. unless they are in a specific activity under the supervision of a teacher. Adults will supervise those students participating in activities at times prior to 8:00 a.m. and after 4:00 p.m., for 30 minutes before and 30 minutes after the scheduled activities times. The school staff does not assume responsibility for any student remaining at the school beyond the guidelines outlined above. All students must be picked up by 4:45 pm. Students who are consistently retrieved late from after-school activities may be prohibited from participation. Students who are consistently retrieved late from school may be referred to the Hapeville Police Department, the Department of Family and Children Services and/or to the Board for possible expulsion.

### **Hapeville Charter Career Academy**

Teachers arrive at 7:45 a.m. Students should not arrive before 7:45 a.m. or remain after 5:00 p.m. unless they are in a specific activity under the supervision of a teacher. Adults will supervise those students participating in activities at times prior to 8:00 a.m. and after 5:00 p.m. The school staff does not assume responsibility for any student remaining at the school beyond the guidelines outlined above. All students must be picked up by 5:00 pm. Students who are consistently retrieved late from after-school activities may be prohibited from participation. Students who are consistently retrieved late from school may be referred to the local police department, the Department of Family and Children Services and/or to the Board for possible expulsion.

### **BUS TRANSPORTATION**

The Fulton County Board of Education provides bus transportation to HCS within an area as defined by the FCBOE Department of Transportation. Hapeville Charter Schools also provide additional routes through contracted services with a private licensed and approved operator.

**FULTON COUNTY SCHOOL SYSTEM 2016-2017 STUDENT CODE OF CONDUCT WEB LINKS:**

To access the Fulton County School System Student Code of Conduct in English or Spanish,

(1) Go to: [fultonschools.org](http://fultonschools.org)

(2) Click: Students and Parents

(3) Click: Resources

(4) Click: Discipline/Code of Conduct

or

Click: Discipline/Code of Conduct - Spanish

## **NOTIFICATION OF VIDEO MONITORING POLICY**

To provide a quality environment and promote the safety of our students, faculty, staff, and visitors, Hapeville Charter Schools uses video monitoring and recording devices and/or concealed surveillance throughout our campuses. Through video monitoring, Hapeville Charter Schools strive to provide a higher quality educational environment by monitoring both the actions of individuals on campus, as well as the condition of the campus itself. With this system, the school will be able to address on-campus issues with a clearer understanding of the circumstances involved. Though adequate signage will be posted in plain view in high traffic areas and entrances, surveillance devices may or may not be monitored at all times.

### **Where Will Surveillance Be Employed?**

The use of monitoring equipment will be used not only in areas generating a high volume of students, but also where staff and faculty may congregate. Areas of general application include **but are not limited to:**

- Entrances
- Hallways
- Stairwells
- Labs and Specialty Labs
- Parking Lots
- Front Offices
- Gyms
- Supply Rooms

In addition, monitoring devices may be placed in classrooms to enrich our students learning environment by monitoring staff instructional strategies, employee evaluations and/or personnel development.

Though Hapeville Charter Schools strive to protect our people and our facility, we value the privacy of our students, faculty, and staff. For this reason, monitoring and surveillance will not be employed in areas where faculty, students, staff, and visitors have a “reasonable expectation of privacy.” These areas include:

- Bathrooms
- Gym locker rooms or changing areas
- Private Offices (without consent)

### **Signature of Acknowledgement:**

In reading and signing this notification, you are acknowledging the use of video monitoring and recording equipment on the grounds of Hapeville Charter Schools. By doing this we hope to provide a better educational experience for staff, students, and parents by enriching the environment and the interactions with others.

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Parent /Guardian Signature

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Date