



# Henderson Middle School – How to Guide for Students and Parents



## Hours

- School opens at 8:25 am to go to homeroom. Parents can drop students off starting at 8:25.
- Instructional time starts at 8:50 am. Arriving after 8:50 am is tardy.
- School ends at 3:50 pm. Parents must pick up all car riders no later than 4:30.

## Breakfast and Lunch

- Go to [www.schoolcafe.com](http://www.schoolcafe.com) to set up an account. A full guide can be found at <https://www.dekalbschoolsga.org/school-nutrition/>
- PRICES: Breakfast is \$1.80 (reduced price is 0.30). Lunch is \$3.00 (reduced price is 0.40). Cash or prepaid in account only.

## Mask Wearing Protocols

- Masks are optional. Students that are COVID positive should stay home for at least 5 days. Contact your child's teachers for assignments.

## Hall Pass / Lockers

- Students should always have a pass while in the hallways without a teacher.
- Lockers are assigned in the first week of school; combination lock provided. Do NOT share your combination with anyone.
- Students need their own combination lock for the locker room if they need to change before / after PE class.

## Classes and Credits

- English Language Arts (ELA), Math, Science, Social Studies, Extended Learning Time (ELT), World Languages for 7/8<sup>th</sup> grades.
- Students can earn Carnegie Units (credit towards high school graduation) for World Languages.
- HMS offers Carnegie Units for Accelerated Math and Dual Language Immersion Programs (DLI)
- Choice of Chorus, Orchestra, Band, or Connections. Connections change every 9 weeks and include: Business Ed, Visual Arts, Technology, Music Appreciation, PE / Health

## Grades

- Progress Reports are sent every 9 weeks. Report cards are sent each semester.
- Students and parents should keep track of all assignments, tests, and grades on [Infinite Campus](https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp)
- <https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp>

## Media Center/Library

- Students need a pass to enter the media center.
- Book checkout is for two weeks. A fine will be assessed for books returned after the due date.
- Up to 3 books can be checked out at one time.
- Media Center Handbook: <https://hendersonms.dekalb.k12.ga.us/Downloads/Library%20Handbook%202019-.pdf>

## Activities (before or after school)

- HMS has many [clubs](https://www.hendersonms.dekalb.k12.ga.us/Clubs.aspx) and [athletics](https://www.hendersonms.dekalb.k12.ga.us/Clubs.aspx) that occur outside the academic school day. Find out more here: <https://www.hendersonms.dekalb.k12.ga.us/Clubs.aspx>
- Listen to [Daily Announcements](https://www.hendersonms.dekalb.k12.ga.us/DailyAnnouncements) for club information and start dates.
- Students need passes to enter the building before 8:25.
- Parents must pick up students promptly at the end of an after-school activity.

## Forgotten Items

- Students should be prepared for the school day, but we understand emergencies happen. Interruptions during instructional time must be kept to a minimum.
- Forgotten items must be dropped off in the attendance office or at the security desk. Please include the student's full name and grade on the item being dropped off.

## Problems

- Counselors can help with academic, social, and/or emotional problems.
- Students can sign up between classes for an appointment.

## Medications

- Necessary medications are stored in the nurse's office
- Written permission, labels, and instructions must be provided.

## Absences

- Students returning from an absence must bring documentation (paper note) with a valid excuse signed by a parent or a doctor. If a valid excuse is not turned in, the absence will be marked unexcused.
- Excused absences include illness, medical appointments, a death in the immediate family, mandated court appearances and emergencies beyond one's control. You may also refer to the [Student Code of Conduct handbook](#) for further information.

## Missed Schoolwork

- Students are responsible for talking with teachers about missed assignments.
- Give teachers 24 hours to gather work.
- For absences of more than 3 consecutive days, parents should contact their grade level counselor for homework and make up assignments. Teachers can NOT interrupt instructional time to provide them to you.

## Late Check-Ins and Early Check-Outs

- Any student arriving after 8:50 am is considered tardy and must have a doctor's note or a parent must come in to sign them in. Otherwise, the student will have an unexcused tardy.
- Students must be checked out in the attendance office whether for illness or appointments.
- Check-out can occur no later than 3:15pm. Parents who arrive after 3:15 for check-out must wait in the carpool pickup line.
- A parent or guardian (or other authorized adult) must pick up students in person and bring ID. **Authorized adults must be listed on the Student Information Sheet OR in Infinite Campus.** If the adult is not listed, they will not be able to check the student out.
- The attendance office will call the student to the front. Please arrive with enough time for student check out.

## Brief Behavior Expectations: Student Code of Conduct [here](#)

- Be on time and prepared.
- Show respect. Don't use profane or obscene words or gestures.
- Hats, sunglasses, cameras, and skateboards are NOT permitted on campus.
- Bookbags and other large bags must be kept in lockers during the school day.
- No selling anything without approval from administration.
- Cell phones may NOT be used in hallways, gym, bathrooms, locker rooms, the cafeteria, or during instructional time.

## Dress Code: Student Code of Conduct [here](#)

- Appearance must be neat, clean, and appropriate.
- NO flip flops or slides for student safety.
- Jackets, coats, and hats must be kept in lockers during the day.
- Pants, shorts, and skirts must be worn at the waist.
- Clothing length should be mid-thigh.
- Clothing with rips or tears is prohibited unless leggings are worn underneath.
- Clothing must be fitted to cover undergarments, including during movement.

## Cell Phones

- DeKalb County School District policy is that students may NOT use cell phones for conversation or text messaging during the school day.
- Cell phones may NOT be used in hallways, gym, bathrooms, locker rooms, the cafeteria, or during instructional time.

## Visitors

- Parents must check-in at the security desk to sign in and receive a visitor badge.
- No general visitors are allowed without approval.

## School Contact Information:

Phone: 678-874-2902

School website: <http://www.hendersonms.dekalb.k12.ga.us/> Click on [STAFF](#) for a directory of teachers' emails and websites.

PTSA Website: [www.hmsptsa.org](http://www.hmsptsa.org) – Join & sign up for weekly newsletter.

PTSA Email: [president@hmsptsa.org](mailto:president@hmsptsa.org)

HMS Foundation Website: <http://www.hmsfoundation.org>

PAC: <https://www.hendersonms.dekalb.k12.ga.us/PrincipalAdvisoryCouncil.aspx>