



# **AWTREY MIDDLE SCHOOL**

## ***Celebrating Leadership***

**“Empowering Everyone to be the Best Version of Themselves”**

## **STUDENT HANDBOOK**

**2017-2018**

**Awtrey Middle School**  
3601 Nowlin Road  
Kennesaw, Georgia 30144  
(770) 975-6615 Office  
(770) 975-6617 Fax

**Jeff Crawford, *Principal***  
**Anita Evans, *Assistant Principal***  
**Tonia Bailey, *Assistant Principal***  
**Kerri Bell, *Support and Services Administrator***

**AWTREY PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

*every child. one voice.*

**PTSA PRIORITIES**

Advocacy, Membership, Family Engagement, Diversity and Inclusion, Leadership,  
Organizational Effectiveness, and Financial Viability

Thank you to our PTSA for partnering with the school to provide each student a student agenda.  
This resource will be a valuable tool to support student achievement.

**2017-2018 PTSA EXECUTIVE COMMITTEE**

**PRESIDENTS**

LORI HURST

SHELLY QUINTANA

**TREASURER**

RUTH LEBLANC

**VICE PRESIDENTS**

MAGGIE ROE

SUZANNE STALLINGS

**SECRETARY**

DEAHNA HALL

We welcome families to get involved with school and PTSA activities.

Please visit our website to stay connected.

## **AWTREY MIDDLE SCHOOL**

### **COBB COUNTY SCHOOL DISTRICT MISSION:**

ONE TEAM. ONE GOAL. STUDENT SUCCESS.

### **AWTREY MISSION STATEMENT**

Together, the Awtrey Middle School community will foster a positive learning environment with high expectations that encourages our students to become life-long learners and responsible citizens in an ever-changing global society.

### **AWTREY VISION STATEMENT**

Empowering Everyone to be the Best Version of Themselves.

### ***WE BELIEVE:***

- We believe in providing a safe and positive learning environment for students, staff, and community members.
- We believe school leadership is a collaborative effort that establishes learning as a top priority.
- We believe teachers are facilitators of learning who promote student ownership of learning.
- We believe instruction should be student-centered, employ best practices and include a variety of instructional strategies.
- We believe quality and creative lessons maximize the effectiveness of instruction and assessment to ensure learning.
- We believe assessment should be directly aligned to the standards, varied, authentic, and reflective of student learning.
- We believe professional learning should be directly related to the professional's specific needs.
- We believe in a balance of accountability between the school, students and parents.

## **GENERAL INFORMATION**

### **ABSENCES**

Students who have been absent should bring a written, parental explanation to be given to their teacher. Students who are absent less than 3 days should check teachers' web pages for assignments. For absences of more than 3 days, parents may call the school office at (770) 975-6615 to request assignments. Students will be given one day per day absent to make up work unless there are mitigating circumstances.

### **ATTENDANCE**

One of the most important parent-student responsibilities at Awtrey is school attendance. It is extremely important that students be present each day unless they are ill. Parents should send a note explaining a student's absence on the day he/she returns to school. Attendance plans may be developed for any student who is absent more than five days of school. The phone dial-out system will call the home of any student who is absent.

### **LATE WORK**

Students who don't submit required graded work by the deadline will follow our adopted Late Work Plan. Any missing graded work will be made up by the student based on this plan, and the student's conduct grade may be impacted. Teachers will communicate the date/time for make-up work opportunities, and late work assignments may include alternative/modified assignments. Homework assignments will not count more than 5% of a student's grade.

## **BEGINNING AND ENDING OF SCHOOL DAY**

The middle school day officially begins at 9:15 a.m. and ends at 4:15 p.m. Students are expected to arrive no earlier than 8:15 a.m., and students who demonstrate a pattern of arriving after 9:15 a.m. may require an attendance plan. **Students leave promptly at 4:15 p.m. dismissal unless they are under the direct supervision of a teacher or administrator.**

## **BEHAVIOR MANAGEMENT PLAN**

### **1. Minor Infractions**

Minor classroom offenses, including minor acts of disrespect, academic dishonesty, BYOD offenses, and tardiness will follow our adopted minor infractions plan.

### **2. Major Infractions: Administrative Referral**

Discipline referrals can be earned for a pattern of minor offenses or serious violations. Referrals will follow our Code of Conduct and our Major Infractions Plan, including impacting conduct grades.

### **3. Electronics/Technology**

To foster the effective use of technology for educational purposes, specific electronic/technology items are appropriate for school through Awtrey's Bring Your Own Device (BYOD) initiative. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct within the Board policies, particularly Internet Acceptable Use and Internet Safety. Please also refer to the Awtrey school web site for updated information.

Students who violate our BYOD policy will earn the consequence of a minor offense, and it may include the loss of BYOD privileges. A parent must authorize BYOD status with required permission form. Students authorized to use BYOD must comply with the following non-negotiables:

- Students take full responsibility for devices. CCSD, Awtrey Middle School, and school staff are not responsible for the security of student owned technology.
- Devices may not be used for personal communication unless authorized by a staff member.
- Students will comply with teacher requests to secure devices, shut down devices or close screens on devices.
- Students must use the CCSD Wi-Fi network at all times to access the internet, and NOT their 3G or 4G data plans. No attempt will be made to bypass the network security filters at ANY time.
- Students are responsible for operating their own device.
- Students will NOT record audio, video, or take photographs of students or staff for any reason whatsoever without express consent from the teacher and parties to be recorded.

#### **4. Food/Drinks in Classrooms**

It is each teacher's discretion whether students may eat or drink in the classroom. Food and flavored drinks are not to be consumed outside the cafeteria without staff approval.

## **BEHAVIOR CONSEQUENCES**

**Detention** is held from 8:15-8:45 a.m. or from 4:30-5:30 p.m. Parents are notified in advance if their child is to serve detention. **In-Team Isolation** occurs when a student is isolated within the team. Work will be assigned and credit given for all work completed while in ITI. Parents will be notified in advance if their child is assigned ITI. The student assigned to **In-School Suspension (ISS)** attends school but is isolated from other students. Work is assigned to the student and credit is given for all work completed while in ISS. Parents will be notified in advance if their child is assigned ISS. If a student is assigned **Out of School Suspension (OSS)** as a behavior consequence, classwork missed during this suspension will be accepted (follow board policy).

## **BUS ARRANGEMENTS**

If a student needs to ride a bus other than his or her assigned bus, the student must bring a note from his or her parents or guardian. This note is to be given to the homeroom teacher upon arrival in the morning. Students pick up their bus passes in the front office as they leave the cafeteria after lunch. **These arrangements must be made prior to school.** Students are not allowed to ride other buses if seats are not available.

## **CONDUCT GRADES**

A student's conduct grade is determined by his/her behavior. The student's behavior should have no direct bearing on his/her academic grade. The following standards for determining conduct grades are used school-wide. Teacher teams incorporate these standards into their behavior

management plans, including utilizing our Late Work and Minor/Major Infractions tracking plans. Students must earn satisfactory conduct grades to earn honor roll status. All students are informed of this information at the beginning of the year. The following codes are the conduct grades given on progress reports and report cards:

**S = Satisfactory**

**N = Needs Improvement**

**U = Unsatisfactory**

### **DISMISSAL PROCEDURES**

It is important to have pre-arranged plans for checking your child out early. If you need to pick up your child after 3:45 p.m., please write a note to your child's homeroom teacher with the time of check-out indicated. If you arrive and request to check your child out after 3:45 p.m., we will not be able to call into the classroom for him/her. Additionally, if you need to make transportation changes for your child, those arrangements must be made prior to 3:30 p.m. to ensure adequate time for us to notify the student and/or teacher. Students are dismissed verbally over the intercom at the end of the school day. Walkers or car riders will be dismissed from the front doors of the school, and bus riders will be dismissed from the bus port doors.

### **DRESS CODE**

Students are expected to adhere to the Student Dress Code Policy of the Cobb County Board of Education (JCDB-R). All students of the Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

1. All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.

2. Administrators and teachers shall enforce the dress code rule, and the principal or his designee shall be the final judge as to the appropriateness, neatness and cleanliness of the wearing apparel, or whether or not apparel is disruptive, distracting or in violation of the dress code.

3. All students shall maintain an acceptable standard of dress. The **minimum** standard of dress for students shall be as follows:

a. Shoes shall be worn. No slippers, flip flops, or athletic sandals.

b. Midriffs shall be covered.

c. Appropriate under-garments must be worn and may not be visible.

d. Strapless garments and camisoles must be worn with a jacket.

e. Tank-tops will not be permitted. Low-cut, revealing necklines are not permitted.

f. Shorts and skirts must be at or within 3 inches of the knee.

g. Lounge/pajama pants may not be worn.

h. Shirts worn with leggings/jeggings must be no shorter than fingertip length.

i. Pants/jeans must be worn at the waist.

j. Caps, hats, bandanas, and do rags are not to be worn in the school building during the school day unless there is a special activity during which they are deemed appropriate by the school administration.

k. Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, or profanities are also prohibited.

l. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is also prohibited.

4. Proper dress is an important component for sustaining the formality of the school setting, and we solicit and appreciate your support and cooperation. Parents or students who have specific questions about a garment's appropriateness should consult the local school administration before wearing the garment to school. Students who are improperly dressed will NOT be allowed to attend class, and assignment to ISS (In-School Suspension) will be the alternate learning environment. Students who demonstrate a pattern of wearing pants below the waist level will be required to wear a tucked-in shirt and belt. Violators of the dress code will be placed in isolation until proper clothing is obtained or for the remainder of the school day.

Administrative consequences for dress code violations (new start each semester): Offense 1 – warning; Offense 2 – Administrative Detention; Offense 3 – ISS.

## **PHYSICAL EDUCATION (PE)**

Appropriate PE clothing must meet the dress code standards outlined in the student handbook, should be appropriate for physical activity and must be different from the clothes worn to school. Appropriate clothing includes t-shirts, athletic shorts (basketball length is recommended), sweat pants, athletic footwear/sneakers. Inappropriate clothing includes pants/shorts with belt loops and tank tops.

## **EARLY ARRIVAL**

Students who arrive at school between 8:15 a.m. and 8:50 a.m. are to report to the cafeteria. The students will be expected to work quietly in this study hall.

## **EARLY DISMISSAL**

A student planning to leave school before the end of the school day needs to bring a note to the front office indicating the time of dismissal. The student will be given an early dismissal notice stating the time he/she is to be in the front office. The parent/guardian must come into the building to sign the student out for the early dismissal. If someone other than the parent/guardian will be checking the student out of school, the name of this person should be indicated in the note sent to school. Persons checking out students from school will be asked for identification.

## **EMERGENCY ALARMS**

When you hear the fire or emergency alarms, stop what you are doing, be very quiet, and follow your teacher's directions. There should never be

any talking during emergency drills. Every drill should be responded to as if it were real.

## **FIELD TRIPS**

Field trips are activities that are planned as an extension of regular classroom instruction. Students must have written parental permission to attend any field trip. Donations will be solicited to cover the cost of the trip and sufficient funds must be received to take the field trip. **Field trips are offered to students regardless of their ability to pay. However, a trip may be cancelled if donations do not cover the expense of the trip.** Various field trips are available during the year to offer unique educational experiences for students.

## **HALL PASSES**

Students must have a hall pass issued by a teacher any time they are out of class. The student agendas will be used as a hall pass. **No students are allowed out of class without a signed student agenda.**

## **INSURANCE**

The Cobb County Board of Education makes available an insurance program for students. Refer to the packet received at the beginning of the year.

## **INTRAMURALS**

A comprehensive intramural program is a vital part of the total educational opportunity. Intramurals give all the students at Awtrey the opportunity to participate in various organized activities. The student is expected to demonstrate

appropriate behavior and follow school rules. The students need to be responsible for their belongings and wear appropriate shoes for the activities. Students need to arrive between 8:00 a.m. and 8:15 a.m. in the gym. Intramurals are over at 8:50 a.m.

## **LATE TO SCHOOL**

Students who are late to school must sign in at the office. With a parent note, the student will be given a tardy pass to class and must go directly to the classroom. Students who demonstrate a pattern of arriving late to school may earn an attendance plan. Students who have an unexcused tardy to school will earn the following consequences (new start each six weeks): Offenses 1 and 2 – Verbal Warning; Offense 3 – Administrative Warning; Offense 4 – Administrative Family Contact; Offense 5 – Administrative Detention; Offense 6 - ISS.

## **LOCKERS**

- Lockers are assigned by the homeroom teacher.
- Only one combination will operate the lock. The combinations are changed so that you and your teacher are the only ones who know the combination. You should not tell your locker combination to anyone.
- Any misuse of lockers is to be reported to the office. Locker privileges may be denied for a period of time.
- You should keep your locker neat and clean at all times, so that you can find your materials easily and get to class on time.



- Locker visits will be designated by teams.
- Backpacks must be kept in lockers unless authorized by a team/teacher. Backpacks include any carrying bag that can fit texts/books/binders.
- Lockers are school property. The school has the right to search them at any time with or without your permission or presence.
- The school is not responsible for lost items.

### **LOST AND FOUND**

Each team maintains a special place for lost and found. At the end of the school year, all items are donated to a local charity.

### **LOST AND DAMAGED TEXTBOOKS**

Textbooks are furnished to students and then become their responsibility. We ask that students use book covers on their textbooks. Once textbooks and media materials, paid for by public funds, are issued to a student, the return of these materials to the school shall be the total responsibility of the student and his or her parents/guardians. When textbooks or media materials are not returned to the school in a condition suitable for continued use, the student and his/her parents/guardians are expected to reimburse the Cobb County School District for the replacement cost of the textbook or other media materials.

### **STUDENT MEALS**

Our lunch program includes two regular school lunch lines each offering two main entrée choices as well as a salad meal choice. A vegetarian entrée option, vegetable choices, a variety of whole and cut fresh fruit choices as well as canned fruit, are available daily. A separate a-la-carte line is available for additional items also purchased through the students' meal accounts. Breakfast is served each morning before homeroom and purchases are made using meal accounts. Students use their personalized school ID number to access their meal account. Checks and cash are accepted at the school, credit cards may be used by going to <http://mypaymentsplus.com>. There is an app (MyPaymentsPlus) which allows you to see exactly what your student is purchasing, what funds you have remaining and you may also set up reminder alerts when funds are getting low. If you would like to apply for the Free and Reduced Price Lunch Program, an on-line application is available in English and in Spanish on the Cobb County School District webpage, under Food and Nutrition Services Department or at <https://mealapps.cobbk12.org/>. Only one application needs to be completed per household, it will be effective for all children listed across various Cobb County schools. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast. A new application must be submitted each school year and may take up to 10 working days to process; therefore, you will need to either pack a lunch for your child or send them with money for a school lunch. If a student comes to school without money for lunch, he/she will be offered an alternate meal (peanut butter or cheese sandwich

with milk). Our goal is to have the best lunch possible for our students at a reasonable cost. When compared to a home-packed lunch of equal nutritional value, school lunches are a bargain. For information on our weekly menu and prices please refer to the County Food and Nutrition Services web site at <http://www.cobbk12.org/centraloffice/foodservices/>. Nutritional information is also available for every item on our menu as well as an allergen list. A nourishing lunch significantly affects a child's readiness to learn. We thank you for supporting our school nutrition program.

### **MOMENT OF SILENCE**

A moment of silence is observed each morning during the morning announcements.

### **OFFICE HOURS**

Office hours are 8:15 a.m. until 4:45 p.m.

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Georgia law requires that all students enrolled in Georgia Schools will either recite the pledge to the flag daily or respect the time during which the pledge is recited. The pledge will be recited during homeroom each day.

### **PERFORMING ARTS**

Performing Arts programs are available to students. A donation is requested. Some programs are planned by Cobb County and others by the local school. All programs seek to expose students to special performances in music, drama, and the arts.

### **RSVP (Report School Violence Pronto)**

Report School Violence Pronto is a Cobb County School phone number that you may call to report any violence you know is occurring in any Cobb County school. The phone number for RSVP is (770) 499-3911.

### **SCHOOL CLOSING**

Schools may be closed due to inclement weather. Radio and television stations will carry this information as soon as such decisions are made.

### **SCHOOL PICTURES**

Individual pictures are taken in the fall and in the spring. Students need to be present on picture day and/or picture retake day in order for their individual photo to be included in the yearbook.

### **TARDY OR LATE BUS**

If a student's bus is late or tardy, the student should first check in with the front office and then report to class. For bus information, call Cobb County Transportation at (678) 594-8000.

### **TELEPHONE USE**

Students will be allowed to use the telephone in the front office only in case of emergency. The clinic will call home in case of illness. Students must have a pass from a teacher to use the telephone. Cobb County Board Policy prohibits students' using cell phones and other electronic communication devices, during the school day, without approval for an instructional purpose.

## **WITHDRAWAL PROCEDURES**

When a student is going to withdraw from school, he or she should bring a note from his or her parent/guardian giving the last day the student will be in attendance, area to which the family is moving, and school the student will be attending (if possible). The student should give the note to the front office and will get a withdrawal form from the personnel clerk. The student will take this form to all classes, the media center, and the cafeteria. The completed form is returned to the personnel clerk for final approval at the end of the day. A copy of the withdrawal form will be given to the student to take to his or her new school.

## **STUDENT SERVICES**

### **HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSES**

Credit can be earned on selected courses offered at the middle school level for 8<sup>th</sup> grade students who qualify: advanced math, science, and foreign language. No additional quality points are given for these courses at the middle or high school level. If your child receives a passing grade in any of the high school courses, a grade of P (passing) will automatically be posted to his or her high school transcript. This P does not affect his or her grade point average. The purpose of offering high school courses in middle school is to provide students with the rigor and challenge expected of any student taking the same course in high school. Successful completion of high school courses in middle school also gives students an additional year in high school to take advanced level courses. Graduation requirements are determined at the state level for each class.

There is no pressure to earn high school credit while in middle school. It is strictly an option available to qualified students and parents who feel it will be of benefit to them. It does offer additional flexibility to some students. Please call your child's counselor or teacher for answers to questions you may still have regarding high school credit.

## **HOMEWORK**

Homework is an integral part of the learning process. The purpose of homework is to reinforce concepts and skills which are taught in the classroom. Homework is a valuable aid in teaching, organization, follow-through, wise use of time, and self-reliance. A web site for each teacher is provided for students and parents to receive information regarding daily assignments and homework. Please refer to the late work and options for missing work policies.

## **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) assistance for students is a collaborative effort to address student performance concerns as a team. Parents and school staff members are essential parts of this team as we examine the needs of a student who is having difficulty in school and develop appropriate interventions to realize greater levels of academic success. The RTI coordinator will be able to provide additional information about this service.

## **COLLABORATIVE LEARNING CENTER**

The Collaborative Learning Center (CLC) has an extensive collection of materials selected to

support the middle school students' curriculum and interests. It is staffed by a full-time media specialist and a part-time paraprofessional, who are available to assist with book selections, research and to meet our patrons' needs. Student computer workstations provide access to Destiny Quest, our online card catalog, and Cobb Digital Library which has various resources such as an electronic encyclopedia and several databases. The media specialist collaborates with teachers to create lessons and units for our students. In addition, class visits are scheduled as needed by the teachers. Individual students may visit any time during the school day with approval and a pass from a teacher. Students may visit during lunch to read or work on assignments. Students may check-out up to five books or a combination of books and one BYOD cable (to be used in the learning center) during a class period. Books may be kept for a three week period. Students are responsible for lost or damaged items. The Collaborative Learning Center will be open from 8:50 in the morning until 4:15 in the afternoon. Visit our website [www.awtreylearningcenter.com](http://www.awtreylearningcenter.com) for more information.

## **INTERNET ACCESS**

Internet access is available to students at computer workstations in the Media Center, computer labs, and various classrooms throughout the school. Students are permitted to use the Internet only under the direct supervision of a teacher. Awtrey Middle School has a web page hosted by the Cobb County website at the following address:  
<http://www.cobbk12.org/Awtrey>.

## **COUNSELORS**

A school counselor is a certified, specially trained person who provides guidance to all students. Counselors act as resource persons, coordinators, consultants, group leaders and teachers. They help parents, students, and administrators. Listed below are some of the activities that our counselors are involved with during the year:

- Meet with students individually to discuss problems or concerns
- Meet with parents to discuss their child's progress
- Meet with teachers to discuss their student's progress
- Teach guidance lessons on topics such as study skills, organization, peer pressure, career development and registration for high school
- Lead small group sessions on topics such as newcomers, self-esteem, and family changes
- Organize and interpret standardized tests
- Plan transition activities from elementary to middle school and from middle school to high school

Parents should contact their child's counselor if they have any questions or concerns about their child participating in any counseling activities. Parents should feel free to make an appointment with the counselor any time they might need to talk about their child.

## **DRIVER RESPONSIBILITY ACT**

This legislation requires that local school systems certify whether or not a student's attendance pattern and discipline record allow him or her to

have a Georgia driver's permit or license.

(Effective 1-1-98)

For the purposes of reporting, a non-compliant student is one who:

1. Has dropped out of school without graduating.
2. Has more than ten consecutive school days of unexcused absences in any combination of a semester or two consecutive grading periods.
3. Has been suspended from school for
  - a. Threatening, striking or causing bodily harm to a teacher or other school personnel
  - b. Possession or sale of drugs or alcohol on school property
  - c. Possession or use of weapon on school property
  - d. Sexual offense prohibited under Chapter 6 of Title 16
  - e. Causing substantial physical or visibly bodily harm to another person

### **ACADEMIC GRADING SYSTEM**

90-100	A	Superior Achievement
80-89	B	Above Average Achievement
74-79	C	Average Achievement
70-73	D	Minimum Achievement
69 or less	F	Failure
	I	Incomplete

A maximum of 10 days will be given to complete incomplete work.

### **ACADEMIC DISHONESTY**

Students who cheat, including providing work to others, or plagiarize, using a writer's ideas

without giving due credit, will earn a minor violation and a lower conduct grade may also be earned. The student will be assigned a replacement assignment to be completed during assigned times, including outside of school hours, ISS or Saturday School.

### **HONOR ROLLS (MUST EARN SATISFACTORY CONDUCT GRADES)**

#### **Principal's List Honor Roll**

All A's in All Courses

#### **Awtrey Honor Roll**

All A's & at Most Three B's in All Courses

Honor Roll celebrations, sponsored by our PTSA, will be scheduled each semester.

### **RETENTION**

Beginning in January, parents will be notified of students who may be in danger of retention. Intervention plans will be created and monitored throughout the second semester.

### **STUDENT-LED CONFERENCES**

Students will participate in student-led conferences during our October conference week. It is important that you contact the school if you have any questions concerning your child's progress. Parent monitoring of student grades within the on-line grading program and grade reports, teacher web sites for assignments and announcements, and the conduct card within the agenda will assist with keeping parents informed about student progress. Traditional parent conferences may be requested throughout the school year by contacting your child's teacher/counselor.

