



Hightower Trail Middle School

www.cobbk12.org/hightowertrail

An AdvancedEd STEM Certified School



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Assistant Principal:

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PTSA Co-Presidents:

Ginny Tunnell & Patty Murphy

HTMS Foundation President:

Edith Stewart

We would like to thank our Partners in Education:

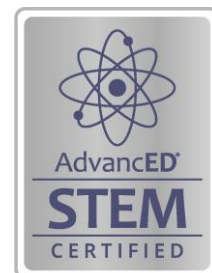
Bone Safety Signs/Customize A Sign, Carither's Flowers, Chick-fil-A ~ Woodlawn Commons,
Cobb County Solicitor's Office ~ Barry Morgan, The Coder School, Huntington Learning Center, Jet's Pizza – East Cobb,
Johnson Ferry Baptist Church, Kroger ~ Store 478, Jr. Greyhound Lacrosse, MOE's, Roseann Blacher Realty, Zaxby's

NAME:		HOMEROOM TEACHER/ROOM NUMBER:	
BUS SLOT/LANE:	BUS NUMBER:	LOCKER:	GYM LOCKER:

** IF FOUND, PLEASE RETURN TO THE HTMS FRONT OFFICE!*



Learning Through
ENGAGEMENT,
PERFORMANCE, APPLICATION



COBB COUNTY SCHOOL DISTRICT



**HIGHTOWER TRAIL
MIDDLE SCHOOL
2018-2019**

COBB COUNTY SCHOOL DISTRICT

One Team One Goal: Student Success

Dear Parents,

Welcome to a new year at Hightower Trail Middle School! Our dedicated, enthusiastic faculty and staff are committed to providing the best learning environment possible for our students. This agenda is one way that students can plan for daily success.

Parents, we look forward to working with you and invite you to visit the school anytime. You can be a strategic link to a successful school year by:

- Utilizing the various forms of on-line communication available, such as, the district and school web-sites including PTSA and Foundation information, teacher blogs/EDMODO, and ParentVue on Synergy.
- Becoming involved in the many volunteer opportunities at Hightower Trail – front office, Husky Hut (store), the learning commons or one of the many committees with the PTSA or Husky Foundation.
- Familiarizing yourself with the information in this agenda planner – please be sure to read through the agenda.
- Turning off the television during the week and reviewing assignments that are posted on the teacher blogs/Edmodo and in the agenda planner every night, as well as parent notices that require your signature.
- Promoting reading in your home – strive for 30 minutes a day.
- Getting to know your child's friends and encouraging positive relationships.

With parents, students, teachers and staff working together, this year will be outstanding in every way!

Although our focus is academics, Hightower Trail offers unique opportunities to prepare for future careers and to grow socially. Connections classes in Career Connections, Technology including Design and Modeling and Automation and Robotics, Physical Education and Health, Art, Band, Orchestra, Chorus, and general music classes build valuable life-long skills. We also encourage your students to join a club at Hightower Trail where they will create lasting memories of friendships. Our expectation is for all our students to be academically and socially prepared for high school. We hope that the years they spend at Hightower Trail will be significant milestones toward their future success.

Hightower Trail Administration

2018-2019 School Wide Behavior Plan

Student signature: _____ date: _____

Parent signature: _____ date: _____

The Reward Card is to document students who are aware and following expected behaviors for middle school. The goal is students will know and understand appropriate behaviors. Below is an explanation of the codes on the card and the rewards that will occur when a student models the expected positive behaviors. **To qualify for an Honor Roll a student must achieve all S's in conduct.**

Conduct grade assignment scale at the end of the nine weeks, designated per class:

Satisfactory (S): 0-7 points

Needs Improvement (N): 8-10 points

Unsatisfactory (U): 11 points and a behavior contract will be developed

A significant behavior not necessarily addressed by the card may result in an N or U in conduct for a class.

Rewards occur throughout the nine weeks. Points are cumulative on the card:

3 week check: 3 points or lower, no ISS or OSS in this time frame – pod time

6 week check: 5 points or lower, no ISS or OSS in this time frame – pod time

9 week check: 7 points or lower, no ISS or OSS in this time frame – pod time

Explanation of codes you may see on the card:

“L’s” - extra locker breaks “R’s” - extra restroom breaks

EB: students, at teacher discretion, may earn back points by displaying appropriate behavior

Codes that represent positive interventions for all students:

SL: Silent lunch

PS: parent signature required on paperwork sent home

SC: conference between teacher and student to aid in helping student’s positive behavior development

D: detention assigned as a reminder of appropriate behavior needs

CTC: counselor, teacher, and student conference to problem solve continued behavior concerns

AR: administrative referral

BC: individualized behavior contract will be developed for the student

Codes that may be seen on the card to describe behaviors.

These codes will result in up to 2 points being deducted from the card:

DS: classroom disruption

OA: out of area

DP: disregarding procedure

DR: disrespect for people or property

OT: off task

MT: misuse of technology

SUB: poor substitute behavior will be handled by the teacher and may result in up to 4 points being deducted from the card or an automatic administrative referral.

A parent signature indicating acknowledgement of the card is required at the 4 ½ weeks and at the end of the nine weeks. Students are responsible for obtaining that signature. Students can be assigned a silent lunch and ultimately a detention for failure to obtain the parent signature. At any time, a demonstrated behavior may be more than the card is designed to monitor and administration will be asked to intervene – ex: repeated silent lunch or detention during a nine weeks. The Cobb County Code of Conduct for middle school students is located in every student’s PTSA provided agenda. Loss of the card from the agenda will result in 5 days of silent lunch.

ACADEMIC RESOURCES

District Web-site: www.cobbk12.org

HTMS web-site: www.cobbk12.org/hightowertrail

Teacher Blog access: From the HTMS website, click on “Faculty & Staff”

Resources	Websites	User Name	Password
StudentVue	studentvue.cobbk12.org		
HTMS Network & Computer Login		(Student Number)	
Office 365	login.microsoftonline.com	firstname.lastname@students.cobbk12.org	
Cobb Digital Library	mackinvia.com	(Student Number)	
BrainPop	www.brainpop.com		
GALILEO			

Morning Study Hall in the Theater

- Students must check in to the theater. Students must obtain a pass from the study hall supervisor to leave.
- Students must have something to work on in order to be in the theater from 8:00-8:45. Students who are not actively working may lose the privilege of coming to study hall. A severe disruption may result in administration intervention.
- Each student will be allowed 60 visits to the Learning Commons during study hall time throughout the school year.

[illegible]

HIGHTOWER TRAIL MIDDLE SCHOOL

VISION STATEMENT

Learning through
ENGAGEMENT, PERFORMANCE, APPLICATION

BELIEFS

ENGAGEMENT:

- We believe that students are engaged when their interest is captivated.
- We believe that student engagement is critical in order to establish a foundation for new information and retention of learning.

PERFORMANCE:

- We believe that for learning to have relevance, students must demonstrate their understanding of concepts and skills through meaningful tasks and assessments.
- We believe in providing choices for demonstrating student learning to motivate performance.

APPLICATION:

- We believe that application of learning takes place when a student internalizes a concept or skill and uses it independently in a different context.
- We believe that the ability to apply learning to the solution of real-world problems prepares students for personal and professional success.

MISSION STATEMENT

ENGAGEMENT: To stimulate learning through high-interest, student-centered lessons which promote individual connections.

PERFORMANCE: To provide meaningful opportunities for students to apply and share acquired knowledge and skills and to provide a learning environment that fosters an accountability partnership between students and teachers.

APPLICATION: To expect students to demonstrate their learning through new and challenging situations in preparation for future career choices.

PHILOSOPHY

Hightower Trail Middle School is a student-centered institution with an instructional program which reflects understanding of the unique intellectual, physical, social, and emotional characteristics of the middle school student.

Hightower Trail Middle School provides instruction in the cognitive, affective, and psychomotor domains. By offering instructional programs in these areas, the school strives to develop skills and values that will aid our students in future decision-making.

We believe staff members should create a learning environment that offers challenge, success, and support. Our staff and students should work together to maintain an atmosphere of warmth, respect, and understanding.

Hightower Trail Middle School believes that the school and the home share the responsibility to teach respect for the rights of others and responsibilities of citizenship. We further believe that students achieve best where continuous communication and support exist among the parents, teachers, and community.

ABOUT THE HIGHTOWER TRAIL

The Hightower Trail which passed near this location was an important link to the Alabama Road going west and to the Upper Creek Path, which went east to the important trading center of Augusta. The Cherokees traveled in large parties to the "big town of the white man" to exchange their pelts and handmade items for things they needed.

The Hightower Trail began at the Apalachee River and continued west to Cherokee settlements on the Etowah River. Thus, the name Hightower was derived from the Cherokee pronunciation of Etowah as "E tow ah" with accent on the 2nd syllable and the first syllable silent. Few Indian paths remain extant but traces of the original Hightower Trail can still be found in Cobb County.

The rose garden in the front of the school is in the shape of a Cherokee Star. This is in honor of the Cherokee Tribe who dedicated it to Hightower Trail Middle School.

ACADEMICS

Language Arts and Reading

The Language Arts and Reading curriculums contain four strands for instruction: Reading, Writing, Speaking and Listening, and Language. All language arts classes will be taught according to the state standards which offer a higher level of rigor that is consistent from state to state and school to school.

Students will access at or above grade-level texts during direct instruction including nonfiction, informational and fiction or literary texts, read closely and interact with the texts, and acquire grade-level vocabulary. Students will also engage in rich and rigorous conversations about the texts, and use evidence from the texts to support their opinions or arguments. Finally, students will respond in writing to the texts they read and use evidence from these texts to inform, explain, argue or tell real or imagined stories. Students will choose topics and compose writing pieces that are appropriate to task, purpose and audience, and demonstrate a command of Standard English grammar.

The explicit teaching in the areas of listening, speaking, observation, and reflection will continue. These skills, along with the technology standards, are incorporated in all units in order to help students understand today's complex society as well as increase their ability to analyze media messages, so they are better prepared for the world in which they live.

Mathematics

Mathematics 6 – This on-level curriculum concentrates on competency skills of whole numbers, fractions, decimals and percents and explores factoring, proportions, operations with positive and negative numbers, equations, inequalities areas of geometry, data analysis and probability.

Mathematics 6/7 – This accelerated program includes the 6th grade on-level curriculum and several concepts from the 7th grade. Concepts included are multi-step equation solving, ratio and proportional relationships and areas of geometry.

Mathematics 7 – This on-level curriculum focuses on operations with rational numbers, solving multi-step equations, ratio and proportional relationships, probability of simple and compound events, constructing geometrical figures. Students will pose questions, collect analyze and interpret data. Problem solving, mathematical arguments and communicating mathematics will be emphasized.

Mathematics 7/8 – This accelerated program completes the 7th and 8th grade curriculum. Linear functions, rational and irrational numbers, systems, exponents, cube roots and geometrical transformations are addressed.

Mathematics 8 – This on-level curriculum focuses on linear functions, rational and irrational numbers, systems, exponents, cube roots and geometrical transformations. All students will be actively engaged in developing mathematical understandings in real and relevant contexts.

Algebra I – This high school level course focuses on linear, quadratic, and exponential functions in addition to statistics. Students who successfully complete this course will earn high school credit.

Algebra I/Geometry A - This high school level course focuses on linear, quadratic, and exponential functions in addition to statistics, transformations, proofs, and right-triangle trigonometry. Students who successfully complete this course will earn high school credit.



Social Studies

6th Grade - An examination of World History focusing on the regions of Europe, Latin America, Canada, and Australia/Oceania with special emphasis on their origins, history, colonization, cultural contributions, and political and economic structures.

7th Grade - An examination of World History focusing on the regions of the Middle East, Africa, and Asia with special emphasis on their origins, history, colonization, cultural contributions, and political and economic structures.

8th Grade - A chronological examination of Georgia history as it connects with the history of our nation from colonization to modern times, along with a study of state and local government.



Science

6th Grade - A greater scientific understanding of how Earth's surface was formed will be uncovered. The function of the earth's waters will be studied while determining how the position of the earth, moon, and sun affect events on earth.

7th Grade - Students will investigate the diversity of living organisms and how they can be compared scientifically. Focus on the function and structure of cells, tissues, organs and organ systems and how these are affected by genetics.

8th Grade - Students will study conceptual physical science. This covers the study of matter, physics in motion, energy, and energy transfer. Some advanced students will be taking the high school level physical science where they will study additional physical science concepts at great depth, as well as an additional unit. Students taking the high school level class will receive one high school credit for this course and take the EOC in lieu of the EOG.

Foreign Language

Hightower Trail offers Spanish as an 8th grade academic course. The Spanish class follows the same curriculum as the equivalent Level I course in high school. Upon successful completion, students will earn one high school foreign language credit. Students may go on to take Level II of the same language in high school to satisfy the college preparatory requirement for graduation, or they may choose to start a different language.



ADVANCED CONTENT FOR COBB COUNTY MIDDLE SCHOOLS

The curriculum and instructional strategies for these courses are differentiated in pacing, process skills emphasis, and expectation of student outcomes for the typical (grade and subject) course. Curriculum content has been designed for mastery and extension of state and district content standards. The courses are appropriate for students who have high achievement and interest in each particular subject. Students are placed in classes according to specified indicators of demonstrated exceptional ability and motivation. Students must meet continuation criteria to remain in any advanced content class.

CONNECTIONS

Art

Art classes connect directly to what students are studying in their Social Studies classes. Students engage in art history, art criticism, art aesthetics, and art production throughout each 9-week term.

Career Connections/Engineering and Technology

6th Grade – In Career Awareness (1-3 Quarter) students will develop their concept of work, broaden their knowledge of careers, and begin to align their current interests with possible career choices. Engineering and Technology (Quarter 4) teaches problem solving and project management. Students begin the course learning about the foundations of design. They end the course incorporating what they've learned into a candy dispenser project that includes levers, pulley and/or incline planes as part of their design.

7th Grade –Career Discovery promotes essential skills and knowledge students need to apply self-assessments and decision-making skills while examining career concentrations and pathways. Students will design and develop "Genius" projects using a variety of project-based performance design software.

8th Grade – In Career Management students will learn what an employer expects in the workplace with regard to interpersonal relations, leadership skills, and team building. The students will begin to understand the role higher education plays in job placement and the need for marketable skills in today's economy. Students will produce a "Genius" project at a higher skill level than 7th grade in preparation for the high school elective course.

Introduction to Business and Technology

This course will be taught to eligible 8th grade students only, and it will be a yearlong course for high school credit. It will cover all of the departments/divisions of a business enterprise and we will examine different business models. Technology will be an integral part of this course and it will be aligned with an opportunity to work with an actual business model on campus to assist in those operations. Students will need to document additional classroom hours through Edmodo, which is the virtual classroom that will be an integral part of this course, and they will also need to attend additional lab hours every Friday morning unless otherwise indicated by the instructor.

Project Lead The Way (PTLW)

PLTW is a hands-on, project-based STEM curriculum emphasizing critical thinking and problem solving. It engages students' natural curiosity and imagination. These courses will provide students with an overview of engineering fields and prepare them for further STEM learning.

More information may be accessed at www.pltw.org

Design & Modeling: Emphasizes design process skills and the use of 3D software to create a virtual image of various designs.

Automation & Robotics: Emphasizes the influence of automation and robotics through mechanical systems, energy transfer, and

computer control systems. VEX Robotics is used to design and build real-world objects.

Medical Detectives: Students develop skills to solve medical mysteries by analyzing bacteria and viruses, genetic disorders, and criminal forensics. Emphasis is placed on the careers that do this in a real world setting.

Green Architecture: HTMS is hoping to broaden the PTLW course options by adding this architectural design and construction class in the 2018-2019 school year.

Music

General Music - Classes in general music are offered to students in all three grade levels. Different content is covered at each grade level.

Chorus - Chorus classes are offered to students in all three grade levels. Different content is covered at each grade level.

****Chorus is a YEAR-LONG course. ****

Band and Orchestra

****Band and Orchestra are YEAR-LONG courses. ****

6th Grade - Instrumental classes are designed for the beginning player. Emphasis is on the development of proper playing techniques and music comprehension, which includes a basic understanding of music theory. Several concerts are presented during the year.

7th Grade - Instrumental classes provide more group or ensemble music for performances than in the first year of study. While new skills are introduced, concert arrangements become a more important focus of the class. Classes participate in approved Georgia Music Educators Association Evaluations in February and March. Additional extra-curricular ensembles such as chamber orchestra and jazz band are available for students. These ensembles allow student to further develop their skills outside of the daily class.

8th Grade - Instrumental classes provide even more opportunities for performances with added concerts and possible field trips. The focus of the 8th Grade classes becomes more about the refinement of skills introduced in the first two years of study in preparation for high school band or orchestra. More extensive repertoire is performed and satisfactory participation in 8th Grade band or orchestra qualifies the student for membership in their respective high school music organization. 8th grade classes continue to participate in Georgia Music Educators Association Evaluations in February and March. Extra-curricular ensembles continue to be available and encouraged.



Physical Education

The Physical Education program meets the physical, social, and emotional needs of students through activities designed to develop physical skills and coordination, increase fitness levels, and build knowledge of various team and individual sports. All students take physical education unless the school receives a letter from a medical doctor exempting the student from participation. A parent may request that his/her child be excused from participation on a particular day. The student is still required to "dress out" (injury permitting) but will be excused from active participation. A doctor's notice is required if the student must be excused for longer than three days. Cobb County policy requires that students must be appropriately dressed for physical education class. "Dressing out" means CHANGING from what the student wore to school into dark-colored gym shorts or sweat pants, a light-colored T-shirt, socks, and athletic shoes.



Health

The Health program teaches students safe habits and to assume responsibility for their health throughout their lives.

Additionally, in health:

6th Grade – Students explore units in safety, nutrition, mental health, disease prevention, environmental health, and substance abuse.

7th Grade – Students explore units in safety, mental health, disease prevention, substance abuse, and CPR.

8th Grade – Students explore units in safety, personal health, substance abuse, disease prevention, and mental health.

Human Growth and Development

Human Growth and Development is an elective portion of health class and offered to each grade level. Parents will receive notification of an opportunity to preview curriculum materials prior to approving their children for the class. Students not participating will receive an alternate health unit.

EDUCATIONAL SUPPORT

Educational support services are available in the following areas: Other Health-Impaired, Speech and Language, Behavior Disorders, Learning Disabilities, Gifted, and ELL (English Language Learner).

RTI

Simply put, *Response to Intervention* is based upon research indicating that many students respond to high quality instruction/intervention, and therefore may not need special education or other services. In Cobb County, there are three tiers of intervention:

- Tier 1 - Quality instruction / differentiation
- Tier 2 - Targeted interventions, additional focus intensity
- Tier 3 - Intensive, individualized intervention
- Tier 4 - Referral to Students with Disabilities

THE LEARNING COMMONS

The Hightower Trail Media Center is now a Learning Commons! The Learning Commons is a place where students can go to work, collaborate and create in an environment that contains furniture that can be rearranged to best suit the needs of all users. It still contains over 10,000 books and multiple magazines that are available for student checkout. The Learning Commons also has a maker space that contains a green screen which is available to students to work on video projects. Thirty-six networked computers access the online catalog, networked software, and the Internet. A full-time media specialist and a part-time media paraprofessional are assisted by a large group of parent volunteers. The Learning Commons is open every morning at 8:15 a.m. for students who have passes from their teachers to come and work. Books may be checked out for two weeks and students must pay for lost or damaged items. Refunds for found books will only be issued once every nine weeks.

It is impossible for us to evaluate the content of every book in the Learning Commons. We recommend that parents be actively involved in their students' reading selections. Reading ability, personal interest, emotional maturity, and family values are all factors that will influence a child's book selections. Please keep in mind that, as a middle school, we must provide choices for a wide variety of reading, interest, and maturity levels.

The Learning Commons at Hightower Trail seeks to be a positive source of enrichment and pleasure during a student's education here. We hope that students will not hesitate to consult the Media staff if they need any assistance with projects or assignments.

Further information pertaining to resources and programs in the learning commons can be found by accessing the learning commons page via the Hightower Trail website.

ACADEMIC RESOURCES

TEACHER BLOGS/EDMODO

Teachers use EDMODO as a way to communicate class assignments and information, homework assignments, and important dates. Teachers will share the login information with students and parents during the first week of school.

SYNERGY and ParentVUE

ALL PARENTS should register for ParentVUE. This will allow you to see your students' grades. The link to ParentVUE is located on the county website at: parentvue.cobbk12.org.

Office 365

Office 365 is a user-based service that Hightower Trail students will be required to use throughout the school year as student directories will no longer be available. Cobb County students may download the full version of Microsoft Office and familiar Microsoft Office applications like Word, Excel, PowerPoint and OneNote. Take advantage of these resources and find out more information on the Cobb County website.

INTERNET / NETWORK USE BY STUDENTS

Internet use is available from any networked computer in the building. Students must adhere to acceptable use of the Internet, as outlined in Cobb County Board of Education Policy IFBGA. Parents and students should review the entire policy at www.cobbk12.org.

Important guidelines regarding student use are the following:

- Student use of the Internet is for **educational purposes** only.
- Students must have permission before accessing the Internet.
- Students will not initiate access to inappropriate material.
- Inadvertent access to inappropriate material should be reported immediately.
- Students will not place personal information about themselves or others on the Internet, nor will they arrange to meet anyone they correspond with via the Internet.

Policy IFBGA is strictly enforced. Students found in violation of the policy are referred to school administration for disciplinary consequences and/or restriction of resource use. Hightower Trail policy allows student searching on the Internet. Teachers may also provide specific websites for students to use. The Cobb Digital Library is a set of web-based resources purchased for student use. It includes BrainPOP, Grolier Online encyclopedias, Image Quest, GALILEO databases, Gale in Context databases, and CultureGrams. MackenVIA is made up of web-based virtual libraries provided to every public school in the state and provide access to multiple information resources. These can be accessed at home with user names and passwords. A password sheet is available in the Learning Commons and on page 6 of the planner.

ACADEMIC RECORD KEEPING

CONDUCT

The student's conduct grade is determined by behavior. Teachers incorporate these standards into behavior management systems that are shared with all students and parents at the beginning of the school year. Conduct grades will affect Honor Roll status. The following standards for determining grades are used school-wide:

Satisfactory (S) Conduct which generally follows classroom and school rules and does not interfere with the learning of others.

Needs Improvement (N) Conduct which frequently causes class disruptions and/or does not always conform to classroom and school rules. This conduct may lead to an administrative referral.

Unsatisfactory (U) Conduct which consistently causes class disruptions that interfere with the learning of others and which often does not conform to classroom and school rules.

GRADING SCALE

A (90–100)	SUPERIOR ACHIEVEMENT
B (80–89)	ABOVE AVERAGE ACHIEVEMENT
C (74–79)	AVERAGE ACHIEVEMENT
D (70–73)	MINIMUM ACHIEVEMENT
F (0–69)	FAILURE

GRADE REPORTS

Cobb County Middle Schools operate on a nine-week grading system (with the exception of 8th grade high school level classes). Progress reports are available through ParentVue at the end of each 4.5 week grading period. Report cards are issued at the end of the year. Progress reports monitor and report grade statuses to parents. Report cards reflect the total 9 week averages which are recorded on student permanent records.

Parents may access student grades by logging on to ParentVue at any time. Parents will receive ParentVue information in the fall.

HOMEWORK POLICY

Homework may be given for the purpose of reinforcement of class work or as an extension of class assignments. Homework may also be appropriate for enabling absentee students to catch up, for assisting those who have fallen behind, for preparation of the next day's assignment, for preparation of tests, or for enrichment purposes. Grades received for homework make up a percentage of students' overall grade for each class. There is a no-late policy for all homework assignments.

Grade-level teachers will coordinate efforts to schedule long-term assignments and major tests. Sufficient notice will be given to students to prepare. Parents should be sure to check teacher blogs for homework assignments and project due-dates.

PROMOTION

Students will be promoted based on specific criteria set by Cobb County. In order to earn promotion to the next grade level, the student must meet all of the following criteria: (1) Pass math, English/language arts and one additional core subject for the year or demonstrate minimum proficiency on the appropriate

state-adopted assessment in math, English/language arts and one additional core subject. (2) Earn a combined overall passing average for all scheduled courses for the year; and (3) Demonstrate an appropriate level of reading comprehension as measured by Lexile score. Parental alert letters will be sent to possible non-promotion candidates following the first quarter grading period. Students who are not promoted may be able to earn promotion by attending summer school. Students are reminded that all four nine week's grades in all classes are used to determine whether or not promotion has been earned. The *Georgia A+ Education Reform Act* contains specific promotion/retention requirements. This act requires Eighth graders to "pass" the 8th Grade End of Grade Assessment Test in Reading and Math in order to be eligible for promotion to 9th grade.

TESTING PROGRAMS

The Cobb County testing program includes both norm-referenced and criterion-referenced tests. Sixth and seventh grade students take the End of Grade Assessment Tests (EOG) in ELA, Reading, and Math. Eighth grade students complete the EOG in the areas of reading, language arts, science, social studies, and math. Seventh grade students take both the Iowa norm-referenced test and the CogAT test of mental abilities. Eighth Grade students will participate in the PSAT. Sixth, seventh, and eighth grade ELL students will also take the Accessing Comprehension and Communication State to State Test (ACCESS). Students will also take the Math and Reading inventories throughout the year. Students in a class not tested through an End of Grade Assessment will complete a Student Learning Objective Assessment that will count as a summative grade on the report card.

Several screening programs are also conducted throughout the school year. Primary among these are the vision, auditory, speech, and scoliosis screenings.

TRANSCRIPTS & RECOMMENDATIONS

Requests for school records and recommendations must be made in writing and received in the counselor's office **at least 10 school days prior to the mailing deadline**. Parents are also required to complete a request form before the recommendation form can be completed. Communication for recommendations should be sent to the Counseling Department. The Middle School grading system does not compute a student's GPA.

ATTENDANCE & MAKE-UP WORK

ABSENCES

When a student is absent, a note signed by the parent stating the reason is required – **emails are not accepted**. The note is turned in to the front office within three days of being absent. If you have a question concerning which absences are excused, please contact the pupil personnel clerk. Students must be present at least one-half of the school day (For example: 3.5 hours: 9:15am to 12:45pm) in order to be counted present.

CHECKING OUT EARLY

A note indicating dismissal time should be brought to the front office in the morning by any student planning to leave school before the end of the school day. The student will show the note to the front office staff & will receive a dismissal pass. The student can report to the front office at the specific time without being called & interrupting class. The student should be signed out at the office by a parent/guardian. If someone other than the parent is to check out the student, parents must provide that information

in the written note or on the student registration form. Please be prepared to show your driver's license to enter the building to check out your student. **Students will not be called from class after 4:00 p.m.** However, the student's name will be added to the announcement list and included in afternoon announcements. No permanent early dismissal passes are given out to any student.

AFTERNOON DISMISSAL

Students are dismissed first by walkers and car riders and then bus riders each afternoon. For safety and efficiency, parents picking up students should pull forward all the way to the posted signs. Students are not to walk through the parking lot. Parents may park and walk to the sidewalk to safely escort their child to the car.

DROP-OFF AND PARKING

The circle in the front of the school is for active drop-offs only. **Please do not park on the red curb at any time.** If you need to check out or pick up your child, please park in the parking lot. Not only will this practice enable us to meet all Fire Marshall Regulations, it will provide direct access to our building in case of an emergency. Please check our website for a detailed description of our parking lot plan.

RIDING A DIFFERENT BUS

Parents are to send a written note in advance to the school any time the routine transportation procedures are changed: riding a bus to a friend's house; riding a different bus; and/or getting off his/her bus at a different stop. All notes are to be taken to the front office where the original note will be held and a bus pass issued. The note is critical and is for your child's protection. Please include the bus and slot numbers as well as the full names of all parties and their contact information. Approval of the change for the bus is contingent upon available seating space on the bus. A student will not be allowed on a different bus without a pass from the office. We thank the parents and guardians in advance for your understanding and cooperation in keeping our children safe.

TARDINESS

The school day begins at 9:15 a.m. At this time, students should be in their seats in homeroom. If a student is late, he/she should first check in the front office with a signed excuse from a parent or the doctor's office (if applicable). Over-sleeping, missing the bus, etc., are unexcused tardies. If a student is chronically tardy to school, disciplinary action may be taken, such as warning, conference, detention, ISS, or a referral to the school social worker.

WITHDRAWAL PROCEDURES

If a student needs to withdraw, a parent or guardian must come into the office and sign a withdrawal form. If a student needs basic information in order to register at a new school, please give at least 5 days' notice to request records through the Counseling Office. The pupil personnel clerk will prepare the withdrawal form. The student will carry the withdrawal form to each class for teacher signatures and grades. Books should be returned at this time. Students will also get signatures from the media center and lunchroom manager to clear any outstanding charges.

At 3:30 p.m., the student will bring the withdrawal form to the pupil personnel clerk to be checked. The clerk will provide a copy of the withdrawal form to the student and one for the permanent record. All records will be provided to the new school upon written request from the new school. **Please give several days' notice of withdrawals.**

MAKE-UP WORK

Checking teacher blogs/EDMODO and recording assignments in the agenda is the best way to remain organized while away from school. If a student is absent more than two days, parents may email the teacher to request school assignments. These assignments will be ready to be picked up by 4:30 p.m. the next day. If a student is absent on the day of an assessment or a day when an assignment is due, the student should come to school with the assignments completed or prepared to take the assessment if no new material has been covered since the absence. For excused absences, new assignments should be made up within the same number of days as the student was absent. It is the student's responsibility to obtain, complete, and turn in work missed due to absence.

A zero (0) will be placed as the grade until the work/assessment is made up. At the end of the grading period, if the work has not been turned in or completed, the zero will remain as the assignment grade.

PAYMENT ENVELOPES

All payments to the school must be placed in a school payment envelope and placed in the safe. CCSD employees may not handle money or envelopes. Only cash or checks (payable to HTMS) are accepted. CCSD prohibits giving change. Please indicate what the money is for on the envelope (field trip, t-shirt, etc.) and make sure you **write the student's name and student ID legibly**. Do not include field trip permission slips or order forms in your envelope.

Lunch money should go directly to the Café. PTSA/Foundation payments should be placed in their collection box in the lobby.

LOST & MISSING ITEMS

LOST / DAMAGED TEXTBOOKS

Textbooks are furnished to students and then become their responsibility. If a book is lost or damaged, the student will be required to pay for it. **Please note that until payment is made, students will not be issued another textbook.** Textbook questions can be sent to Amy Pease, Media Specialist, at amy.pease@cobbk12.org.

LOST AND FOUND

A lost and found area is maintained at bus entrance. All items unclaimed by the end of each nine weeks are donated to the clothing recycle bins located in the Hightower Trail parking lot. Please write student's name on all belongings so they may be returned if lost.

CLINIC & OTHER HEALTH ISSUES

CLINIC

A registered nurse is available to distribute medications to your student and to provide minor first aid. If a student is sick or running a temperature the parent must pick up the student. The school cannot be responsible for diagnosing any illnesses. You can reach the nurse directly by calling 770-578-7235.



MEDICATION

All prescription and over-the-counter medication must be brought in the original containers to the clinic by the parent/guardian with a completed medical form. Do not send medication in envelopes, unmarked containers, wrapped in aluminum foil, etc. Medical forms may be obtained from the nurse, from the CCSD Website, or from the front office.

Dosage instructions must be on the original bottle of the medication & may not exceed the recommended amount.

No expired medications will be accepted in the clinic

Under no circumstance will medication be provided by school personnel.

GUIDELINES FOR PRESCRIPTION MEDICATION ADMINISTRATION AT SCHOOL:

- Parents must complete an "Authorization to Give Medication at School" form for each medication given. The form is available both at school and on the school website.
- All medication must be in the original, labeled container. Medications sent in baggies or unlabeled containers will not be given. Please send an extra empty pharmacy bottle to be used for field trips. Pharmacists may provide two labeled bottles for this purpose.
- Medications must be brought to the school office/clinic by parents.
- Parents must inform the school of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.

GUIDELINES FOR OVER-THE-COUNTER MEDICATIONS

Middle and high school students (grades 6-12) may carry certain over-the-counter medications: Tylenol, acetaminophen, Motrin, Advil, ibuprofen, Midol, aspirin and antacid. Students at all levels may carry cough and throat lozenges. All prescription medication, cough and cold medication (except lozenges), antihistamines, and over-the-counter medication not listed above shall be kept in the clinic. The student and parent will be responsible for the following:

- Obtaining, reading and signing the written permission form before the student is allowed to carry the medication.
- The medication must be in its original container and legibly labeled with the student's full name.
- The student is not permitted to give their medication to other students.
- The licensed school nurse has a copy of this signed permission form on file in the clinic and the student carries a copy of the signed form with the medication.

COMMUNICATION

BY PHONE

The front office can be reached at 770-578-7225 and the counseling department can be reached at 770-578-7228. Parent volunteers are usually available to help direct your call.

Students will be allowed to use the telephone in the front office **only** in case of illness or an emergency. If you need to contact your student in an emergency situation, please contact the counseling office. Students may only call home about forgotten items before school

begins. You may bring items to the front office and leave them for the student to pick up between classes.

Please help us in interrupting instructional time as little as possible. Students should never use their personal phones to contact parents during school hours. All communication should come through the office.

TEACHER BLOGS/EDMODO

Teachers have a blog or use EDMODO that is regularly updated. They can be accessed through the HTMS website. Click on "Faculty & Staff." EDMODO log-ins are distributed to students and parents during the first weeks of school.

CONFERENCES

Parents are invited to become an active part of Hightower Trail. One of the best ways to stay informed about the progress of your child is through parent/teacher conferences. Parents who desire a conference during the year should contact their child's grade-level counselor at (770) 578-7228.

PARENT/STUDENT COMMUNICATIONS

Class, school, and central office information is distributed through homerooms, teacher blogs, EDMODO, and Blackboard Connect. The Blackboard Connect system will send "Husky Headlines" to you via emails & texts. Email addresses & cell phone numbers on your most current Student Information/Enrollment Form are used. Please make sure they are up to date. "Husky Headlines" will include information from the school, PTSA, Foundation, and School Council. Please watch for this information every Thursday.

SCROLLING ANNOUNCEMENTS

Daily Announcements can be accessed by visiting our website under "Quick Links."

SCHOOL CLOSINGS

If the school is closed due to inclement weather, an announcement will be made through the district website & local television/radio stations.

FOOD & NUTRITION

LUNCH PROGRAM

Our school café staff offers great lunches at a very reasonable price. A peanut butter or cheese sandwich with a milk choice will be offered in an emergency situation to students without a lunch or money to purchase a lunch. Students are encouraged to prepay for lunches for the week. Students are required to use their Cobb County Student Identification number for all purchases made in the Café.

In support of our school lunch program, we ask that students do not bring in meals from fast food restaurants.

Parents, please be aware that we do not deliver forgotten lunches directly to students; students are directed to look for them in the seventh grade commons.

Free and reduced lunches will be provided for those families who qualify and complete the proper Federal application form. The easiest way to apply is through the food and nutrition section of the Cobb County School District website. It is fast and user friendly. Paper applications may be obtained from the Café manager.

Meals can be prepaid in the kitchen office, the lunch line, or www.cobb.k12.ga.us/ under quick links. It will save you time if you do

this in the kitchen office before school in the mornings. Prepaying in the lunch line slows down the line. You can prepay any amount of money. Checks should be made out to HTMS Café and delivered to the lunchroom manager or a cashier. Please write student's Cobb ID# on your check. Your child can ask the cashier how much credit they have on account, or you can call our Café manager at 770-578-7226, to check the balance.

Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: www.cobbk12.org and click lunch menus. This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page.

PLEASE DO NOT BRING CANDY OR SOFT DRINKS FOR SNACKS OR LUNCH.

BREAKFAST

Breakfast items are available in the mornings in the 7th grade commons. These items may be purchased with cash or by using the student lunch accounts. This is an A LA Carte breakfast which means that it falls outside of the Free and Reduced Program

PARENT & COMMUNITY INVOLVEMENT

PARTNERS-IN-EDUCATION

HIGHTOWER TRAIL PARTICIPATES IN THE COBB COUNTY CHAMBER OF COMMERCE PARTNER-IN-EDUCATION PROGRAM. PARTNERS INCLUDE:

Bone Safety Signs/Customize A Sign
Carither's Flowers
Chick-fil-A ~ Woodlawn Commons
Cobb County Solicitor's Office ~ Barry Morgan
The Coder School
Huntington Learning Center
Husky Foundation & HTMS PTSA
Jet's Pizza – East Cobb
Johnson Ferry Baptist Church
Jr. Greyhound Lacrosse
Kroger ~ Store 478
MOE's ~ Johnson's Ferry Road
PNC Bank
Roseann Blacher Realty
Zaxby's

Throughout the year, Partners-in-Education engage in various programs to promote excellence in academics and citizenship.

SCHOOL COUNCIL

The *A+ Education Reform Act of 2000* (HB1187) established school councils to "bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

A school council is defined as an advisory body made up of at least the school principal, two elected certified teacher members, two parents elected by the other parents, and two members of the business community, who must also be parents. Council members may study a wide range of issues including student achievement, the school improvement plan, curriculum and instruction, school and community communications, and local school board policies. Service on the council involves a two-year term, which starts July 1 and runs thru June 30. Regularly scheduled meetings are held at the school. The council chair (a parent) sets the agenda for the meetings with input

from council members. It is our hope that through the school council a greater understanding of the needs of the community and work force will be formed and we can do a better job of educating our students for their entry into that world.

VISITORS

All visitors must enter through the front doors and check in with the front office upon arrival at the school to get a visitor's badge for identification purposes.

STUDENT INVOLVEMENT

CLUBS

Student clubs and organizations are recognized as excellent learning opportunities and a great way to be involved in the "middle school experience." Meeting dates and times are stated daily on the morning and afternoon announcements, as well as on the scrolling announcements that play on TVs throughout the school. Each club is sponsored by a HTMS faculty staff member. Some examples are listed below, but be sure to check the school website for the most up-to-date list of school clubs.

Helen Ruffin Reading Bowl

The HTMS Ruffin Reading Bowl team is a competitive reading team focused on turning students onto reading, encouraging independent reading for pleasure through friendly competition.

MathCounts

MathCounts is an organization sponsored by NASA, NCTM, TI, and NSPE, for the advancement of math skills. All grades are invited to participate. There is competition at local, state and national levels.

Beta Club

The Beta Club is for 8th grade students who have earned all A's or B's in all subjects in 6th & 7th grades. Students must fill out an application for membership. Club activities include school and community service projects and social events.

Science-Related Clubs

Lego-Robotics, Future City, Science Olympiad

Relay for Life

Hightower Trail forms a Relay for Life team each year to raise money to benefit the American Cancer Society. We host several fundraisers throughout the year and participate in the overnight event- the Cobb County Relay for Life.

INTRAMURALS

The Intramural Program is an extension of the Physical Education program. It provides additional time not only for games and sports, but also for individual practice and instruction as well. Intramurals are offered from 8:00 until 8:45 a.m. most mornings of the school year. The latest that a student may join the day's program is 8:15 a.m.

FIELD TRIPS

In the event of a curriculum related field trip, parents will be informed of the event, the cost per student, and the date the trip is planned. This information is in writing and will be brought home by students. Field trips are funded through parent/guardian donations that are requested and collected to enable every student to participate. Full participation of students in all classroom activities is provided free of charge, and no student is denied these opportunities because of the inability or unwillingness of his/her parents/guardians to financially donate in support of those activities. All school rules apply on field trips and a student's behavior may affect their ability to participate.

School Counselors

The school counseling team is an integral part of Hightower Trail's instructional program. Our counselors follow a standards-based curriculum to assist students with their academic, personal/social, and career development. The counselors provide school-wide initiatives that include a comprehensive bully prevention program and academic success initiatives. Bullying is not a major problem for the students at HTMS, but unfortunately it does exist. The counseling department incorporates classroom lessons, small groups, individual counseling, guest speakers, yearly activities, awards, the PAL program and constant vigilance that is supported by the HTMS administration to help bullies rethink their actions, bystanders to come forward and assist, and victims to feel that they are heard and protected. Academic success is supported by study skills groups, classroom lessons, guest speakers, and career and college awareness. Also, the counselors provide resources for students who are seeking help with the plethora of other issues that may arise throughout their middle school years. Please note that counselors do their best to call and email parents about concerns, but they are required by law to uphold the confidentiality of the students. However, confidentiality is always breached when issues provoke harm to the student or other students. The safety of the students at HTMS is the counselors' main concern. Please notify your grade level counselor about questions or concerns.

6th Grade:

Lara Salzman, 2016 Counselor of the Year, RTI Coordinator

7th Grade:

_____, Hospital Homebound Coordinator

8th Grade:

Autumn Westerman, 504 Coordinator

Counseling Clerk: Deirdre Walsh

BEHAVIOR EXPECTATIONS

EXPECTATIONS

Reinforcing good citizenship, through the HTMS Behavior Code, is an important part of our educational program. Students are expected to arrive at school and class on time, prepared to learn (with materials, books, homework, etc.), show proper respect for others, their belongings, the school building, and school property; all forms of physical/verbal harassment or aggression are unacceptable, and to promote everyone's safety, students are to walk in all instructional areas and hallways.

STUDY HALL

Unless there are unusual circumstances, students may not enter the building before the start of study hall at 8:00 a.m. Upon entering the building, all students must report to the study hall supervisor who will have a list of all the teachers or activities that are available for students. Until a student obtains permission from the supervisor, he or she may not leave the study hall. For the benefit of students who are completing assignments, study hall is a quiet setting. As with all

classes, students should be prepared upon entering study hall with something to study or read independently. There are no electronic devices allowed in study hall. Students who arrive between 8:45 a.m. and 9:15 a.m. should report directly to homeroom.

HTMS SPECIFIC CONSEQUENCES & BEHAVIORS

CONSEQUENCES

To help students understand the expectations of their teachers, one of the first activities of the new school year will be the distribution of the grade-level behavior management plan. This plan will outline the procedures the teachers will follow if student behavior becomes unacceptable. When this occurs, consequences will result. The teacher/administrator may assign consequences. It is hoped that the consequences will serve as a corrective measure to improve student behaviors in the future. Various consequences are described below:

School-wide Behavior Plan

HTMS has a school-wide behavior plan. Information about the plan is explained in this agenda.

Silent Lunch

Students eat lunch in the ISS room. They lose the privilege of interacting with other students during lunch.

Detention

8:00–8:45 a.m. Detention may be assigned by a teacher or an administrator.

FAILURE TO SERVE DETENTION will result in the following:

1st Offense: Parent contacted by an administrator, reassignment of detention

2nd Offense: Student will be assigned ISS

In-School Suspension, ISS

The student attends school but is isolated from other students. Work is assigned to the student and credit is given for all work completed while in isolation. Any student serving any part of the day in ISS is ineligible for performance activities on the day assigned to ISS.

Out-of-School Suspension, OSS

The student is not permitted to attend school or any school sponsored function. A parent conference may be requested before the student is readmitted to school. All work may be made up as detailed in Policy JDDDB (Short-Term Suspension) and is due upon return from suspension. Any student serving any part of the day in OSS is ineligible for performance activities on the day assigned to OSS.

Certain behaviors have specific consequences. Several of the more common behavior infractions are listed. It should be remembered that consequences may be changed as circumstances arise during the school year. It should be noted these school rules apply to all school-sponsored events such as field trips and extracurricular activities.

BUS CONDUCT

Students are expected to adhere to the Bus Conduct Policy of the Cobb County Board of Education (JCDDAD). The principal has been directed by the Superintendent to suspend bus services for middle school students whose misconduct affects the safe operation of the buses. These suspensions will be for a period of one day up to long-term suspension for extreme cases. When warranted, other disciplinary action beyond loss of bus privileges may be taken by the school administration.

CHEATING

CHEATING ON ASSIGNMENTS, QUIZZES, OR EXAMINATIONS WILL RESULT IN BOTH AN ADMINISTRATIVE REFERRAL AND:

- **1st Offense:** Zero given on exam, quiz, or assignment; student/teacher conference; verbal and/or written notification of parents.
- **2nd Offense:** Zero given on exam, quiz, or assignment; conduct grade lowered; verbal and/or written notification of parents; student/teacher/parent conference.
- **Additional Offenses:** Administrator/student conference (at staff request); zero on quiz, exam, or assignment; verbal and/or written reprimand; verbal and/or written notification of parents; ISS or OSS (1–3 days); "U" in conduct.

**All CCSD student policies will be upheld at Hightower Trail. The Cobb County Behavior Code and other policies, such as JCDAB/C for alcohol and illegal drug use and JCDAC for weapons will be enforced. See your county student folder for copies of the weapons, alcohol/illegal drug use, and other policies. You may also view these online at <http://www.cobbk12.org>.*

CELL PHONES & ELECTRONIC DEVICES

Students are expected to **turn off all electronic devices and to leave them in their lockers upon arrival to school.** They may retrieve them from the lockers at the end of the school day. Any electronic devices that are visible without permission will be taken up by teachers and turned in to grade-level administrators.

PARENTS MUST COME TO SCHOOL TO PICK UP ANY ELECTRONIC DEVICES THAT HAVE BEEN TAKEN UP.

Parents, please assist HTMS administration with this policy by avoiding texting or calling your child's cell phone during the school day. Students are permitted to use the front office, clinic, or guidance phone at the discretion of HTMS staff members if communication is needed. No such devices may be used at any time on school-operated vehicles, including buses. Following appropriate teacher intervention, students may be referred to an administrator. Consequences range from administrative conference to three (3) days of (ISS). Teachers may use their discretion to permit music playing devices on occasion.

The school is not responsible for lost, stolen, or damaged property

DRESS CODE

Parents – we need your assistance with student compliance to an appropriate daily attire. We hope the information below will be helpful. We want our students to dress for success each day which implies being comfortable and able to function in the school environment.

The following general items need to be considered when dressing for school:

- Pajamas, hats, or sunglasses can be worn on special spirit day celebrations.
- Holes in your clothing is considered a safety concern and should not be part of your attire for school.

- Be mindful of logos and/or pictures that may be on your clothing – be sensitive to the statement. Sweatbands and bandanas are also considered to be sensitive clothing - please make a different choice.
- Tops need to cover the midriff. Be mindful that when you raise your arms the top still needs to cover the midriff. Tank tops, or athletic shirts with a similar cut, can be worn with a sleeved shirt underneath or over. Be sure to check the material from which your shirt/sweater is constructed, if it is see-through that is not school appropriate.
- Be mindful of the type of pants you choose and be sure they allow you to participate in class activities. As mentioned earlier, be sure the top is long enough that you can move freely. Be prepared to sit on the floor and to do lab activities. If you choose to wear leggings/spandex/jeggings, realize that these are not stand alone pants and wear a top that is longer than your fingertips. If your pants are not waist high, please be sure to have a top that compensates. Again, try the raised arm test.
- While many students do not wear dresses, please be sure that if you do you can function throughout your day. Tightly fitted clothing should not be worn to school. Dresses, skirts and shorts should be within 3" of the knee either standing or seated.

If a student wears clothing that is questioned our goal is to help the student and go on with the day. We keep clean clothes in the counseling area. However, please note that repeated concerns can result in disciplinary action.

STUDENT RECOGNITION

STUDENT RECOGNITION OPPORTUNITIES

We love to celebrate our students! We have many opportunities for students to be recognized. Our "Ignite Your Integrity" program is designed for teachers to recognize students who are showing integrity.

On our Husky News Network, we celebrate students' achievements outside of the school (such as dance or sport competitions). Parents can submit a recognition form from our website.

HONOR ROLLS

The *Principal's Honor Roll* is composed of students who earn all A's on their October/December and March/May report cards.

The *A/B Honor Roll* is composed of students who make A's and B's on their October/December and March/May report card. The students must have at least 6 As in the academic areas for both quarters.

Earning any conduct grade other than an "S" in any class will prevent students from obtaining any honor roll status.