



CARROLLTON MIDDLE SCHOOL
THE GOLD STANDARD

**Student
Parent
Handbook**

2018-2019



CARROLLTON MIDDLE SCHOOL
THE GOLD STANDARD

Mr. Stacy Lawler
Principal

Samantha Green
Assistant Principal

Stephanie Holloway
Assistant Principal

Eric Simmons
Assistant Principal

Dear Carrollton Middle School Students and Parents:

Welcome to Carrollton Middle School! It is with great honor and excitement that I begin my second year as the principal of this great school. The foundation of CMS has always been a caring and talented faculty and staff that embodies the qualities of tradition, innovation, and excellence in all that we do. As I reflect on what it means to be a part of Carrollton City Schools, the thought that keeps playing in my mind is, “Go Trojans!” Carrollton City Schools and CMS always have, and will continue to have, a culture of high expectations. The secret to our success is the people of this community. We will continue to work as teachers, staff, parents, and caring community members to create tremendous opportunities for all students. At CMS, all means all! We work collaboratively toward high academic standards and promoting the personal growth of the whole child to become well rounded and a successful, contributing member of our community.

The intent of this handbook is to provide you with information about Carrollton Middle School. The policies, rules, procedures, and opportunities mentioned in the handbook are conveyed as clearly as possible to ensure that you understand the expectations at CMS. We know the guidelines set forth in this handbook will provide you with a safe, orderly, and challenging learning environment.

I encourage you to join us to find a way to become involved in our school community. We are 100% committed to serving as a nurturing and challenging educational environment for your child through these most important middle school years. Together, we can make sure that teaching and learning do not begin and end with the school day, but is woven seamlessly throughout our schools and community.

I am looking forward to a GREAT 2018-19 school year and hope each of you shares in the same excitement. If you have any questions or concerns, please do not hesitate to contact me or any other members of our staff.

Go Trojans!

Stacy Lawler, Principal
Carrollton Middle School

SCHOOL BOARD MEMBERS

Dr. James C. Pope Melanie McLendon
Katie Williams Dr. Jason Mount
David Godwin Greg Dothard

SUPERINTENDENT

Dr. Mark Albertus

SCHOOL ADMINISTRATORS

Stacy Lawler, Principal
Samantha Green, Assistant Principal
Stephanie Holloway, Assistant Principal
Eric Simmons, Assistant Principal

ACCREDITED BY

AdvancED (www.advanc-ed.org)

MISSION STATEMENT

Provide students with knowledge and skills to be lifelong learners and productive citizens

Embrace individual differences and diversity

Hold faculty, staff, and students to high expectations to ensure success

Provide an environment that requires mutual respect for all

Promote collaboration and professionalism among faculty, parents, and community

NON-DISCRIMINATION POLICY STATEMENT

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Inquiries concerning the policies and practices of Carrollton City Schools may be addressed to Mary Raburn, Director of Student Services, 288 Tom Reeve Drive, Carrollton GA 30117.

The following procedures shall be utilized by employees and students in filing complaints against the school district:

1. The employee or student shall submit a written statement to the Director of Student Services describing the practice or action believed to be prohibited by the provisions of Title VI, Title IX, or Section 504.
2. Upon receipt of a written complaint, the Student Services Director shall investigate the allegations to determine if the district is in noncompliance with federal law.
3. When violations are found to exist, the Student Services Director shall confer with the appropriate school personnel to determine a course of action to correct the situation. Such action shall then be submitted to the superintendent.
4. When a violation is evident and a change is made, the superintendent shall supervise the administration of the new procedure. If a complaint is filed against the superintendent, the complaint shall be presented to the Board of Education and will be processed by a special hearing officer appointed by the Chairman of the Board.
5. The Director of Student Services shall communicate the district's response to the employee or student who initiated the complaint.
6. Should the coordinator fail to agree with the complainant or should the district fail to take the necessary action after a violation has been found to exist, the employee or student may appeal to the Office for Civil Rights.

COPYRIGHT LAW:

The Carrollton Board of Education abides by the Copyright Law of the United States (Title 17, United States Code) and prohibits copying or use of copyrighted material not specifically permitted or exempted by the copyright law by employees of this system. The Board places the liability for willful infringement upon the person making or requesting a copy or using the material and designates media specialists and the system media contact person as disseminators of copyright information for each school and the system respectively. These designees shall be responsible for seeking necessary copyright clearances, maintaining appropriate copyright records and placing warning notices on or near all equipment capable of making or modifying copies. The Board identifies Copyright: A Guide to Information and Resources and updates from Media Memo as procedural guides for Carrollton City employees in complying with the federal law.

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Carrollton Middle School: 2018-2019 Academic Calendar

July 27 - August 2, 2018	Pre-Planning
July 31, 2018 (1:00-7:00 p.m.)	Open House (By Appointment)
August 2, 2018	First Day of School
September 3, 2018	Labor Day Holiday
September 5, 2018	Progress Reports
September 26, 2018	School Picture Day
October 5, 2018	End of First Nine Weeks
October 6, 2018	Second Nine Weeks Begins
October 9-11, 2018	Early Release at 11:30 a.m. (Parent Conferences)
October 12, 2018	Report Cards
October 19, 2018	Fall Holiday (Staff and Students)
November 2, 2018	Student Holiday / Professional Development Day
November 6, 2018	School Picture Retake
November 7, 2018	Progress Reports
November 19-23, 2018	Thanksgiving Break
December 18, 2018	Early Release at 11:30 a.m.
December 18, 2018	End of Second Nine Weeks /End of First Semester
December 18, 2018 - January 4, 2019	Christmas Break
January 3, 2019	Student Holiday / Professional Development Day
January 4, 2019	First Day of Third Nine Weeks / Second Semester
January 5, 2019	Report Cards
January 21, 2019	MLK Holiday
February 7, 2019	Progress Reports
February 18, 2019	President's Day Holiday
March 8, 2019	End of Third Nine Weeks
March 11, 2019	Fourth Nine Weeks Begins
March 12-14, 2019	Early Release at 11:30 am. (Parent Conferences)
March 15, 2019	Report Cards
March 20, 2019	Spring Picture Day
April 1-5, 2019	Spring Break
April 9, 2019	Progress Reports
April 10, 2019	GA Milestones Practice Day
April 16-19, 2019	GA Milestones End of Grade (4th, 5th, and 6th grade)
April 23-26, 2019	GA Milestones End of Grade (4th, 5th, and 6th grade)
May 13, 2019	Grades due by 3:30 p.m.
May 17, 2019	Last Day of School; Early Release at 11:30 a.m.; Report Cards
May 21-23, 2019	Post-Planning

LENGTH OF SCHOOL YEAR AND SCHOOL DAY

Georgia law requires all schools in the state to operate 180 days each year. School begins at 7:40 a.m. and the dismissal process is completed by 2:30 p.m. Please refer to the school calendar for dates of holidays. Students may enter the building after 7:00 a.m. Students should exit the building by 2:45 p.m. unless they are participating in a supervised activity. Students not picked up by 2:45 p.m. will be sent to the afterschool program at the expense of the parent.

PERSONAL TRANSPORTATION TO AND FROM SCHOOL

If you are eligible to ride the school bus, we urge you to do so. Our traffic flow will be much lighter if all resident students ride the bus. If you do travel by private vehicle, we ask that you do not arrive prior to 7:10 a.m. and are picked up by 2:35 p.m. Students should not be left at school after 2:45 p.m. unless they are engaged in an organized activity at school. Our buses will use the driveway nearest the softball field, so we ask that private vehicles use the front driveway. Carrollton Middle School offers an after school program for a reasonable rate. This program provides supervised activities from 2:30 p.m. - 6:00 p.m. for students whose parents are unable to pick them up by 2:45 p.m.

STUDENTS WALKING TO/FROM CAMPUS

The safety of our students during and after school hours is the top priority of Carrollton City Schools. Carrollton Middle School urges parents to consider the safety of students when granting permission for your child to walk home instead of being a car rider or using Carrollton City Schools transportation options. In order to release your child from school as a walker, Carrollton Middle School must have a signed release form on file. If you would like for your child to be a walker, please review, sign, and return the release to your child's homeroom teacher.

ATTENDANCE PROTOCOL

The importance of punctual and regular attendance for every student cannot be over emphasized. A good attendance record has a direct effect on grades. Please make every effort to see that your child is in school on time and remains at school for the entire school day.

- Students arriving after or leaving before 11:00 A.M. are considered absent.
- Parents are strongly discouraged from checking students out of school to take them to lunch or to celebrate birthdays.
- Students who have been absent for any reason must, upon returning to school, bring with them a note from a parent or guardian explaining the reason for the absence. The student should present this note to each teacher. Students will have a reasonable length of time to make up work that was missed due to a lawful absence. Before and after school hours may be used for this purpose. It is the student's responsibility to come to the teacher and arrange details necessary for makeup work. Parents are urged—when at all possible—to make dental, medical, and other appointments for their children after school hours, on Saturdays, teacher workdays, or holidays. It is expected that all work will be made up regardless of the reason; however, grades may not be earned for unlawful absences. The only exception to this will be nine weeks exams. Grades based on in-class activities requiring participation may be lower than usual because missed activities are difficult to make up.
- Students on field trips or school related or school approved activities are to be counted present and allowed to make up all class work without reduction in grade.

- An excused absence is an absence permitted by the policies and regulations of the Carrollton City Board of Education, which are in accordance with authority granted by the Compulsory School Attendance Law and the State Board of Education.
- Unexcused absences are those absences not permitted by the policies and regulations of the local Board of Education.
- An excused absence becomes unexcused when the student fails to bring an excuse from the parent within three (3) days of return to school.
- Parents are requested to call the school to report their son's/daughter's absence. The office will make an effort each day to contact parent(s) of those students who are absent.

Local policy recognizes only the reasons below as acceptable excuses for absences from school. Out of town trips are unexcused absences and will result in no credit unless there are extenuating circumstances. Such circumstance must receive prior written approval by the principal.

Acceptable Excuses for Absences:

- Personal illness (Excessive or extended absences may require an excuse from a medical doctor),
- Circumstances where attendance in school endangers a student's health or the health of others,
- Serious illness in a student's immediate family,
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school,
- Observing religious holidays, necessitating absence from school,
- Conditions rendering attendance impossible or hazardous to student health or safety, and/or
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly.

*** Parent notes may be used to excuse up to five absences for their children. Beyond the fifth absence, students will be required to have medical or judicial documentation to excuse the absence.**

CHECKING OUT

Parents who are checking their child out are required to pick their children up from the main office. Without a written note and a phone contact, students will not be allowed to leave school with anyone other than a parent. It is requested that there be no check outs for lunch or after 2:10 p.m. unless there is an emergency or medical appointment.

TARDINESS

All students arriving at school after 7:40 a.m. are to go to the front office and receive a pass to class. Since attendance is reported early to the school office, students must check in with the front office to avoid the risk of being marked absent from school. Coming to class late limits the use of instructional time for all students.

Please be aware that traffic is not a reason for a tardy to be excused.

- Excused tardiness: Doctor or dental appointments, illness, etc.
- Unexcused tardiness: Overslept, car trouble, traffic, errand for someone, etc.

AFTER SCHOOL PROGRAM

ASP is available to Carrollton Middle School students in grades 4-6 who have spent a portion of their day attending CMS. **There is a charge of \$10 per day for this service.** Parents must complete an enrollment form before a student may attend. **Please contact Ms. Megan Cate (megan.cate@carrolltoncityschools.net)** for additional information.

BEHAVIOR EXPECTATIONS, CONDUCT, AND DISCIPLINE

It is expected that students at Carrollton Middle School will exhibit their best behavior at all times and demonstrate respect for self, others, and the school. The rights of all individuals to learn, be safe, and have security of their possessions will be protected at all times. Students should come to school prepared with all materials, complete assignments, follow directions, and use appropriate manners. It is also expected that students will respect the authority of all faculty and staff members. All students must recognize the consequences of their conduct. A disregard of the above expectations will result in disciplinary action.

Carrollton Middle School's behavior policy is designed to notify students and parents of information regarding behaviors that are unacceptable for the school environment. We hope to partner with parents in working with our students. While many of the behaviors are covered in this section, every specific violation may not be found here. Carrollton Middle School administrators and school system officials reserve the right to determine appropriate consequences for disciplinary offenses. **Please remember that consequences may change as circumstances arise during the school year.** It should be noted that school rules apply to **all school sponsored events, such as field trips and extracurricular activities, on or off campus.**

CMS Progressive Citation Policy.

The following specific behaviors can result in students receiving a Level I citation.

Level I Behaviors:

- Tardiness
- Minor dress code
- Talking/ off task
- Dishonesty
- Failure to follow directions
- Running, minor pushing and shoving (Add Minor to this description)
- Horseplay
- Disrespectful/Unkind to other students
- No pass
- Indirect profane language (verbal or written)
- Uncooperative behavior (nonverbal)

*Teachers are at liberty to add specific rules related to the management of their classroom.

Level I Consequences:

- 1st citation: Written warning and parent contact
- 2nd citation: Parent contact/lunch detention
- 3rd citation: Afterschool Detention or Parent Intervention Meeting
- 4th citation: Administrative Referral

Each citation will be filed with the team. The teacher who writes the fourth citation is responsible for writing the office referral. Teachers will attach previous citation information and include all methods of parent contacts to the referral. Students will receive a clean slate at the end of each nine weeks.

After a fourth citation, the student will be referred to the appropriate administrator. An office referral will occur for each additional even numbered citation (i.e. 6th citation, 8th citation, 10th citation, etc.).

Level II Behaviors:

- Chronic Level I behavior
- Defiance of authority
- Disrespect for authority (verbal disrespect)
- Chronic dress code infractions
- Inappropriate computer use
- Inappropriate display of affection
- Direct profane language (verbal or written)
- Racial, ethnic, or sexual orientation slurs
- Skipping class
- Stealing
- Being in unauthorized area (restroom, hallway, off-team, outside of building, etc.) without pass.
- Physical aggression towards peers
- Bus infraction
- Cheating (major assignments)
- Misbehavior/disrespect for substitute (documented on notes from the substitute)
- Rule 3 Damage or Destruction of Private Property (minor occurrence)
- Rule 16 (1st Offense and /or minor infraction)

Level II Consequences:

- After-school Detention/work detail
- Second Chance Room (SCR) - assigned by an administrator after a discipline referral is written
- Out of School Suspension (OSS) - assigned by an administrator after a discipline referral is written

Level III Behaviors:

- Rule 1: Disruption and Interference With School
 - A - Fighting
 - B - Gang-related activity
 - C - Sexual harassment
 - E - Chronic or severe classroom interference and school disturbances.
 - F - Activating any fire alarms under false pretense or operating fire equipment.
- Rule 3: Damage or Destruction Of Private Property (major infractions)
- Rule 4: Assault or Battery On A School Employee
- Rule 5: Physical Abuse, Assault, Or Battery By A Student To Another Student Or To Any Person Not Employed by the school.
- Rule 6: Weapons and Dangerous Instruments
- Rule 7: Alcohol and Drugs
- Rule 14: Conduct Which Is Subversive To Good Order
- Rule 16: Bullying (multiple offenses and/or serious infractions)

Level III Consequences:

- Long-term SCR
- OSS

- Referral to disciplinary hearing to determine further punishment
- Reports could be filed with law enforcement

Automatic Discipline Referral

Some behaviors, such as any that directly impact the safety of students, teachers, and visitors in the building, will be subject to an automatic discipline referral.

Carrollton City Schools Discipline Policy

<u>OFFENSE</u>	<u>ADMINISTRATIVE ACTION</u>
<p>RULE 1 - Disruption And Interference With School</p> <p>A. Hitting, kicking, or verbally accosting another student. Any verbal or physical altercation that disrupts the learning opportunities of others is strictly prohibited.</p> <p>B. Gang-Related Activities: This includes but is not limited to the wearing of gang paraphernalia, gang recruitment, gang signs, symbols, graffiti, or other conduct associated with youth gangs.</p> <p>C. Sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when such conduct has the effect of interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive environment. This behavior will not be tolerated</p> <p>D. Sexual Misconduct: Consensual acts of a sexual nature. This behavior will not be tolerated.</p> <p>E. Classroom interference and school disturbances.</p> <ol style="list-style-type: none"> 1. Disrupting the learning opportunities of others. 2. Acts which cause substantial disruption of learning opportunities and/or threaten the safety of others, including sit downs, walkouts, riots, picketing, trespassing, inciting disturbances, threats, throwing objects, or actual violence during periods of disruption. <p>F. Activating any fire alarms under false pretense</p>	<p>A. May range from ISS to OSS. Serious cases may involve contacting police, up to 10 days suspension from school, and disciplinary hearing to determine further punishment.</p> <p>B. May range from detention to a referral to a d disciplinary hearing.</p> <p>C. Penalty ranges from detention to referral to local law enforcement agencies for prosecution</p> <p>D. Penalty ranges from detention to referral to local law enforcement agencies for prosecution.</p> <p>E.</p> <ol style="list-style-type: none"> 1. Penalty ranges from teacher discretion to office referral for detention, ISS, or OSS 2. Suspension: Severe cases will result in recommendation for expulsion. <p>F. Suspension, contact Fire Marshall, possible referral to</p>

<p>or operating fire equipment.</p> <p>G. Falsification of school records written communications regarding tardies, absences, check-outs. etc. This includes tampering with report cards.</p> <p>H. Cheating: Obtaining answers or the work of others with the intent of claiming credit for that work.</p> <p>I. Possession of or display of pornographic literature, lewd pictures, or pictures of slogans advertising drugs or alcohol.</p> <p>J. Throwing objects in the building or on school grounds.</p> <p>K. Inappropriate public display of affection.</p> <p>L. Throwing objects in the cafeteria.</p> <p>M. Open food or drink outside of designated areas unless part of a scheduled activity.</p> <p>N. Gambling on school property or while attending an activity under school from ISS to OSS. Items will be confiscated. supervision. Gambling is strictly prohibited by law in all Georgia schools. Gambling paraphernalia (dice etc.) is strictly prohibited.</p> <p>O. Horseplay. Horseplay of any kind will not be allowed at school. Chasing, ganging, punching, wrestling, or any other type of rough play is dangerous and may result in serious injuries.</p> <p>RULE 2 - Damage Or Destruction Of School Property A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use or transmit stolen school property.</p> <p>A. Property. Willful and malicious destruction of</p>	<p>disciplinary hearing.</p> <p>G. Discretion of the administrator. May range from detention to suspension</p> <p>H. Zero grade for that assignment and parent contact by teacher. Teacher determines alternative assignment. Misconduct reports filed with an administrator.</p> <p>I. Discretion of the administrator. May range from detention to suspension.</p> <p>J. Penalty ranges from a warning to suspension depending on the infraction.</p> <p>K. Following a warning, conference with student and parent followed by detention for subsequent offense. More explicit action may result in ISS or OSS.</p> <p>L. Discretion of administrator. Penalty may range from detention to ISS.</p> <p>M. Detention</p> <p>N. Discretion of the administrator. May range from ISS to OSS. Items will be confiscated.</p> <p>O. Penalty ranges from detention to OSS.</p> <p>A. Restitution for all damages. Punishment may range</p>
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<p>and/or threat to destroy school property or that of school employees or the theft of school property, the property of a school employee, or that of other students is strictly prohibited. Includes such actions as the use of or threat of bombs, explosives, setting fires, and the deliberate destruction of school property.</p> <p>B: Use of school lockers. Lockers are the property of the school system. Students may rent lockers for storage of books, coats, etc. Students must understand that rented lockers remain the property of the school system and are subject to search without notice. Lockers must be cleaned out on designated days. Items left in lockers after clean-out deadlines will be thrown away.</p> <p>C. Inappropriate use of computer technology. Any violation of network policy or other users' rights or any abuse of equipment or software will result in strong disciplinary action. Use of individually-owned software programs and/or games is strictly prohibited on school equipment.</p> <p>D. Magic markers and nail polish. If you need to use these items, they will be provided by your teacher.</p> <p>RULE 3 - Damage Or Destruction Of Private Property A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use, or transmit stolen property on school grounds.</p> <p>RULE 4 – Assault Or Battery On A School Employee A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. This includes, but is not limited to, use of profanity, ethnic, racial, sexual, religious slurs, or harassment. These rules include anytime (1) when either the alleged perpetrator or the alleged victim is en route to or from school, or a school activity, or (2) off school grounds when the</p>	<p>from ISS to a recommendation for expulsion.</p> <p>B. Illegal items found in lockers will be considered in the possession of the student who is renting the locker. Penalty will relate to the applicable rule in question.</p> <p>C. Discretion of administration. Penalty may range from detention to ISS.</p> <p>D. Items will be confiscated.</p> <p>Restitution for all damages. Punishment may range from detention to a recommendation for expulsion.</p> <p>Penalty ranges from suspension to contacting police and parents, and disciplinary hearing to determine further punishment.</p>
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misconduct by the alleged perpetrator is on account of the school employee's performance of his/her official duties.

RULE 5 - Physical Abuse, Assault, Or Battery By A Student To Another Student Or To Any Person Not Employed By The School

A student shall not cause or attempt to cause bodily injury or behave in such way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing toward any student which threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, use of profanity, or ethnic, racial, sexual, or religious slurs.

RULE 6 - Weapons And Dangerous Instruments

A student shall not possess, handle, or transmit in the school safety zone, at suspension from school, and disciplinary hearing school functions or on school property, a razor blade, knife, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun pellet gun or other objects that reasonably can be considered as a weapon.

RULE 7 – Alcohol and Drugs

A. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

B. A student shall not wear attire which advertises or refers to the use or possession of drugs or alcohol.

C. A student shall not possess or transmit, or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

D. Misuse of a non-prescription drug shall be considered a violation of this rule.

E. Use of a drug authorized by a medical prescription from a registered physician and taken

Penalty ranges from suspension to contacting police and parents, and disciplinary hearing to determine further punishment.

Contact police and parents, up to 10 day suspension from school, and disciplinary hearing to determine further punishment.

A. Contact police and parents, up to 10 days suspension from school, and/or disciplinary hearing to determine further punishment.

B. Same as A

C. Same as A

D. Same as A

E. Same as A

in accordance with the guidelines in the student handbook shall not be considered a violation of this rule.

RULE 8 - Possession Or Use Of Tobacco

A student shall not possess or use smoking tobacco, chewing tobacco, snuff, or smoking paraphernalia. A student shall not wear attire which advertises or refers to the possession or use of tobacco.

B. A student shall not possess or use any kind of lighter or matches on school property

RULE 9 - Disregard Of Direction Or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teachers' aides, principals, school bus drivers, or other authorized school personnel.

A. Rude and disrespectful behavior and/or refusal to carry out instructions of faculty or staff

B. Insubordination - failure to follow a reasonable request.

C. Failure to accept disciplinary action.

D. Failure to serve detention for a teacher.

RULE 10 - Profanity and Obscene Language -

A student shall not use profane and/or obscene language, actions or gestures in the presence of any teacher, administrator, employee, or student.

A student shall not wear attire which refers to profane or obscene language, actions or gestures

- A.
 - 1. Directed toward staff
 - 2. Directed toward students.

- A. Items will be confiscated
 - 1st offense: ISS (3 Days)
 - 2nd offense: ISS (5 Days)
 - 3rd offense: OSS

B. Items will be confiscated. Punishment may range from detention to suspension

A. Discretion of the administrator. Penalty may range from detention to suspension.

B. Penalty ranges from detention to suspension.

C. Penalty ranges from suspension to recommendation of expulsion.

D. Students will be given 24 hours to serve detention. If detention is not served, parents will be contacted, and the matter will be turned over to the office.

- A.
 - 1. ISS or OSS
 - 2. Discretion of the administrator. May range from detention to suspension

RULE 11 - Unexcused Absences/Tardies

A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

A. Leaving campus without permission from the office and/or skipping class.

B. Truancy: Includes absences from and tardies to school, and absences from and tardies to class. A student shall not be absent from school or from any class or other required school function during school hours. This rule includes leaving class without permission, as well as failure to properly check in upon arrival at school. For specific information related to absences and tardies, see the appropriate page in this handbook.

RULE 12 - Misbehavior On Bus

A. A student shall follow the directions of the bus driver at all times. The following guidelines shall be followed:

1. Sit in the seat assigned by the bus driver;
2. Keep hands, arms, and/or objects to themselves and inside the bus;
3. Talk in a normal tone of voice. No yelling or loud music.
4. Do not eat, drink or chew gum on the bus;
5. Do not bring onto the bus any items which obstruct the driver's view; and
6. All other conduct rules enumerated in policy, procedure, or by the bus driver.

Rule 13 - Electronic Communication Devices

A. Penalty may be ISS or OSS

B. Truancy will be punishable by assignment to detention or ISS. For lawful absences, students will be permitted to make up assignments within a reasonable length of time. Students should understand that doing make-up assignments can never replace the classroom discussion and explanations missed when they are absent. When tardies become chronic, documentation may be required. Tardies to class will be punished by teacher detention. Excessive tardies will be punished by teacher detention. Excessive tardies will be handled by an administrator. Skipping class will result in assignment to ISS. Subsequent occurrences may result in OSS. Chronic absences will result in referral to juvenile court services.

A. Penalty ranges from detention to loss of bus privileges to suspension.

A. The Board of Education prohibits the use of any electronic or communication device during school hours. Devices may not be displayed, visible, or heard during school hours.

RULE 14 - Conduct Which Is Subversive To Good Order

A. A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

RULE 15 - Repeated Violations/ Chronic Misbehavior

A. Students who chronically disrupt the school’s learning environment or repeatedly violate school and system rules of conduct may be charged with repeated violations of school rules or chronic misbehavior. This rule applies after remediation attempts such as parental contact, conferences with the student, numerous team school disciplinary actions, referral to the School Support Team process, etc

RULE 16 - Bullying

A student shall not make any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so. A student shall not intentionally display force such as would give a victim reason to fear or expect immediate bodily harm. A student shall

A. 1st offense - device will be taken up and parents will be notified to pick up device at school. \$5 fine

2nd offense – device taken up and parents notified. \$10 fine.

3rd offense – device taken up and parents notified. \$15 fine.

4th offense – device taken up and parents notified. \$20 fine.

A. Penalty ranges from detention to expulsion, based on the circumstances.

Penalty ranges from detention to OSS. The third Penalty ranges from detention to OSS. The third offense will result in student being assigned to an alternative education program.

not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation

RULE 17 - Dressing And Grooming

Attending school gives you an opportunity to learn skills for life. The school has a responsibility to guide you so that you will become employable and so that you develop appropriate social skills. Your personal appearance may often determine your employability. Therefore, good taste, safety, and health will determine our policy on school dress. Certain items of dress are not appropriate and cannot be worn to school. These are as follows:

A. Head apparel (hats, bandannas, caps, hoods, head covers, headbands, or hair in rollers) on the campus. Sweat wrist bands are also prohibited.

B. Shirts which bare the midriff. All shirts should cover the belt line of a student's pants or skirt completely during normal wear. A good test to determine the appropriateness of a shirt is whether it can be tucked in the pants. If a shirt cannot be tucked into the pants, it is too short. Ladies may wear sleeveless shirts; however the width at the shoulder should be a minimum width of 2 inches in order to ensure coverage of all undergarments. Shirts are also expected to exhibit an appropriate neckline as determined by the discretion of the administrator. The school administration has final discretion in cases where modesty may be in question.

C. Clothes which are cut in such a way as to be more revealing than would be considered appropriate in indoor work settings. This includes but is not limited to clothes open on the sides, tank tops, low-cut dresses or tops, and clothing with holes cut above the knee.

A. Items will be confiscated and may be claimed by parent.

B. Change clothes and/or ISS.

C. Change clothes and/or ISS.

<p>D. Clothes or articles displaying symbols or advertisements of drugs, alcoholic beverages, tobacco products, or clothes containing profane, obscene, or inappropriate language or symbols. This includes pictures, phrases, or words that represent inappropriate behavior or activities that are not allowed at CJHS.</p> <p>E. Shoes must be worn at all times.</p> <p>F. Dresses, skirts and shorts must be fingertip length.</p> <p>G. Spraying, weaving, or dyeing the hair an unnatural color or wearing hair in a manner that attracts attention such that it is disruptive to the learning environment can be prohibited at school.</p> <p>H. Pant legs must remain at an even and appropriate length. Pant legs cut too long as to drag the floor are considered a tripping hazard and are prohibited.</p> <p>I. Pants worn too low at the hips, or pants that expose the undergarments are prohibited.</p> <p>J. Pajamas, bedclothes, house slippers, or other clothing of an extremely casual nature are not permitted on campus.</p> <p>K. Studded wrist, neck bands, and chains are not permitted.</p> <p>L. Piercings other than the ears.</p>	<p>D. Change clothes and/or ISS. Items may be confiscated.</p> <p>E. Penalty may range from warning to ISS.</p> <p>F. Change clothes and/or ISS.</p> <p>G. Discretion of the administrator.</p> <p>H. Change clothes and/or ISS.</p> <p>I. Change clothes (or tighten pants) and/or ISS.</p> <p>J. Change clothes and/or ISS.</p> <p>K. Confiscation of items. Penalty may range from detention to ISS.</p> <p>L. Student must remove during school.</p>
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BICYCLES AND SKATEBOARDS

Bicycles should be locked at school in the bike rack. Bicycles may not be ridden on the sidewalks after school but should be walked to the end of the campus. Skateboards may not be ridden in the school building. If a skateboard is brought to school, it must remain in the receptionist’s area during the school day.

BULLYING POLICY

The Carrollton City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such

as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following: In accordance with O.C.G.A. § 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - i. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
 - ii. Has the effect of substantially interfering with a student's education;
 - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - iv. Has the effect of substantially disrupting the orderly operation of the school.

Harassment and Intimidation:

Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

- 1) A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;
- 2) Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;
- 3) Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Detention
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions will also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following: All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct. The school will keep a report of bullying and the results of an investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying. People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances. Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly

prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

Explanation of Behavior Consequences (Make Spacing consistent)

1. **Conferences:** Scheduled with parents, counselors, teachers and/or administrators to discuss problems, examine alternative actions to resolve problems and initiate a plan to resolve the problem.
 2. **Mediation and Conflict Resolution:** Discussion to resolve a dispute between two or more students. This process may include students, teachers, administrators, and staff.
 3. **Counseling:** Group or individual intervention by counselors.
 4. **Detention:** After school detention from 2:35 p.m. to 3:35 p.m. (Tuesdays/Thursdays only).
 5. **Second Chance Room:** (SCR) The student attends school, but is isolated from other students in a supervised setting. Work is assigned to the student and credit is given for all work completed while in isolation. Students cannot participate in extracurricular activities for those days they are assigned to in-school suspension. Failure to comply with SCR rules may result in OSS with an additional day added for insubordination.
 6. **Behavior Contract:** Student behavior expectations are outlined and mutually agreed upon by the administration, student, and parent.
 7. **Suspension:** The student receives OSS and is not permitted to attend school or any school sponsored functions. Students suspended ten days or less will have the opportunity to make up tests and other assignments for credit upon return from suspension. **However, it will be the responsibility of the student to initiate make-up work.** Parents are required to return to school with the student after suspension, per Georgia Law.
 8. **System Level Discipline Hearing:** Students are referred to tribunal hearings because of serious violations or repeated school violations. Prior to a tribunal hearing students are suspended from school for a minimum of ten (10) days. A waiver may be offered in lieu of system disciplinary hearing.
 - **Student Expulsion:** A student shall be subject to permanent expulsion, expulsion for the remainder of the school year or expulsion for a period in excess of ten days, the current quarter, or semester only by action of a disciplinary hearing **after the student has been afforded notice, opportunity for a hearing and other procedural rights prescribed before such expulsion.**
 9. **Alternative School Placement:** Students may be assigned to alternative environments because of serious behavior and discipline offenses.
- *Administration reserves the right to adjust consequences according to the offense and/or grade and age level of the student.**

BUS PROCEDURES

Students who ride the bus have certain responsibilities for the comfort and safety of other students as well as for themselves. It is imperative that students conduct themselves in an orderly manner at the bus stop and on the bus. Students wishing to ride the bus must be registered. **Students may only ride their assigned bus to their registered address.** If your parent/guardian has written a note requesting that you ride home on a bus other than your assigned bus, the note must be presented to Mr. Eric Simmons or Mrs. Michelle Crowder before noon for verification purposes. The note must include the address where the student will be dropped off and a phone

number where the parent may be reached for verification. Students may see Mrs. Crowder (room 605) for a bus registration form.

Riding the bus is a service provided at the expense of all taxpayers. Acceptance of this service implies a willingness to abide by all rules governing conduct. Students who violate safety and codes of conduct may have their right to ride the bus suspended or terminated and may subject such violator to other disciplinary action including suspension or expulsion from school.

Seatbelt notification: Carrollton City school buses are equipped with seat belts for additional safety purposes. Students are strongly encouraged to use the seat belts for added protection but it is not a mandate. Any use of the seat belts in a manner in which they are not prescribed for could result in disciplinary actions.

BUS CONDUCT

1. Students shall follow all student behavior policies and regulations while on system provided transportation, including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. Students are to keep all body parts inside the bus at all times and must remain seated at all times. Nothing may be thrown into, out of, within, or at the bus. Students must **not** make unnecessary noises, converse loudly, or yell out of the windows. Students must be absolutely silent at all railroad crossings.
2. Obscene language and gestures are prohibited.
3. Emergency doors and windows are to be used only at the direction of the Driver.
4. Inappropriate behaviors determined to be a **major violation** of the code of conduct do not require a verbal warning prior to a referral being submitted to the school administrators.

BUS SAFETY DISCIPLINE PLAN

1st Offense: Driver will give student verbal warning and continue to monitor student for compliance. Driver will record date of verbal warning.

2nd Offense: Driver will give student a written warning that must be received and signed by the parent/guardian and returned to the driver the next day.

3rd Offense: Discipline Referral submitted to school administration for appropriate consequences.

4th Offense: Referral submitted. Recommended action: **5 Day suspension and up to a maximum suspension of the remainder of the school year.**

5th Offense: Referral submitted. Recommended action: **10 Day bus suspension and up to a maximum of suspension for the remainder of the school year.**

***Administration reserves the right to adjust consequences according to the offense and/or grade and age level of the student.**

***After school routes (transportation home, SMART Club, and extracurricular activities) are considered an extension of normal school hours and are governed by the same CMS discipline policies.**

CMS DRESS CODE

NON-PERMITTED CLOTHING ITEMS

Please note the range of grade levels in our school. Clothing considered appropriate for a fourth grader may have a different appearance considered to not be appropriate for a 6th grader.

ANY ATTIRE OR GROOMING DISRUPTIVE TO THE INSTRUCTIONAL PROCESS which may include, but is not limited to:

- Low cut shirts
- Single strap tops
- Apparel, such as bandanas, considered to be gang-related
- Sheer/see-through blouses and skirts
- Bare midriffs.
- Halter-tops.
- Short shorts/micro-mini dresses/skirts or high slit sides
- Sunglasses
- Overly revealing clothing
- Clothing which allow underwear/undergarments to be exposed
- Bare feet
- Pants with holes above the knee

CURRICULUM

The course of study at Carrollton Middle School reflects the middle grades criteria approved by the State Board of Education.

REQUIRED COURSES

English/Language Arts	Math
Social Studies	Science

CONNECTIONS

Music	Physical Education	Computer Science	Art
Band	STEM	Broadcast/Yearbook	Careers/Guidance

GRADING SYSTEM

The report card shows the progress, effort, work habits, and conduct of the student. The grading scale in the Carrollton City Schools is as follows:

A-1	90-100	Excellent
B-2	80-89	Good
C-3	70-79	Average
F-4	0-69	Failure

2018-2019 Cafeteria Policies and Procedures

Our cafeteria is under the direction of the School Nutrition Director and an onsite Cafeteria Manager at each location. Weekly menus are posted in the cafeteria, in each classroom and on the Carrollton City School home page (www.carrolltoncityschools.net) and on the Mealviewer smart phone application. The daily menu, which includes a variety of hot entrée choices with additional salad/sandwich choice, is displayed in the cafeteria on the menu board. Only approved foods and milk products meeting regulation may be sold to students during the school day that meet the USDA Smart Snack regulations. **Restaurant foods and class celebration foods are strictly prohibited in the school cafeteria.** Also, carbonated beverages of all kinds are prohibited. These restrictions are set forth by the Georgia Department of Education and the United States Department of Agriculture. Carrollton City Schools is committed to students' health and well-being. In an effort to meet the requirements of USDA's Nutrition Standards and respect safety for our students with food allergies, the Carrollton City School System is recommending that food being brought into the schools for classroom parties have ingredients identified to prevent students with food allergies from being exposed to unidentified allergens.

The cafeteria operates on a non-profit basis. Meal prices are as follows:

School:	Lunch:	Breakfast:
Carrollton Elementary	\$2.10	\$1.10
Carrollton Middle	\$2.20	\$1.10
Carrollton Junior High	\$2.20	\$1.20
Carrollton High	\$2.35	\$1.20

Adult lunch prices are \$3.50 and breakfast prices are \$1.75. Extra cartons of milk may be purchased for .55 cents each. Lactose Free Milk is available as a mil substitute at no additional cost for students proiding a medical excuse from their doctor.

At the beginning of the school year, each student and staff member will be issued a personal identification number. This number will enable students and staff to pay for their meals by the day, week, month, or year. Students finding themselves without lunch money may charge their lunch up a limit of -\$7.05 at CHS for paid category and -\$1.20 for CHS reduced category; at CJHS the charge limit is -\$6.60 for paid category and -\$1.20 reduced; the charge limit is -\$10.50 at CMS and CES for paid students and -\$2.10 for reduced students. No charges are allowed for free category students. The student will receive a charge slip showing their account balance when the account turns negative. Parents are also emailed a low balance reminder and a negative balance reminder once a week. If the meal charge limit is exceeded, no further charges will be allowed and an alternate lunch will be served. All charges must be paid in full before a new charge is allowed. Meal accounts maybe maintained by depositing cash, checks or online payments through www.ezschoolpay.com.

Free and reduced lunches are available to qualifying students. Applications are distributed to all students at the beginning of the year and are also available online at <https://ccs.rocketscanapps.com>, in the school office, school cafeteria and the School Board of Education. The criteria for receiving free/reduced breakfast and lunch are based on USDA Federal Guidelines. The application must be completely filled out by the parent or guardian and approved by the Carrollton City Schools' School Nutrition Director. Meal applications will be processed within 10 school days and notification of results will be provided in writing. Parents are responsible for the cost of meals served prior to application approval.

EZ School Pay: Go to EZSchoolPay.com, the easy, convenient and secure way to track and/or pay for school meals. Please have your student identification number (not PIN) available when registering for account.
Easy -Simply register and you're ready to go. Already a member? Just sign in!

Convenient- Available anywhere, anytime you have a computer with internet access. Avoid lost checks, negative balances and trips to school by paying online. You can still use the account to track your child’s daily expenses and balance. You can also receive an email from EZ School Pay when your child’s balance reaches an amount you select.

Secure -We take extra caution to be sure your experience with EZSchool Pay is safe. Plus, we never sell or share your information.

CARROLLTON MIDDLE SCHOOL GRADING POLICY

As a staff, Carrollton Middle School believes that students should have grades that reflect the most accurate representation of their work in the classroom. To that end, the following chart illustrates how teachers will collect and weight grades in their classes. Please take note of the descriptions of each category.

	PRE-TEST/BENCHMARK	TESTS/PROJECTS	DAILY GRADES/HOMEWORK/PRACTICE/PARTICIPATION	QUIZZES
Category	Diagnostic or Pre-assessments	Summative Assessments, Performance Tasks	Daily Work, Homework, Practice, Work Building Towards Mastery	Minor, periodic formative assessments.
Weight in Infinite Campus	0%	35%	45%	20%
Description	Pre-tests may be used before standards-based content is taught to plan instruction; Benchmarks are diagnostics that will be used to inform progress on content and to plan instruction.	Summative Assessments, Performance Tasks, or Projects used to determine mastery and proficiency of standards based content.	Multiple opportunities to practice standards-based content that has been presented;	A type of formative assessment used to gauge student learning and guide instruction
Examples	Common pre-tests/benchmarks (grade level/subject area)	Homework, warm-ups, notebook checks, open notebook quizzes, out of class assignments, AR grades, etc.	Practice assignments given in class or assigned for homework.	In class quizzes and other formative assessment used to gauge student learning and guide instruction

CARROLLTON CITY SCHOOLS BOARD POLICY - IHAB

The Carrollton City School Board expects the professional staff of our schools to devise and maintain a variety of reporting methods so that each parent may be apprised of his or her child's progress. For these purposes, the Board requires that reports be made to parents periodically through an acceptable reporting procedure such as report cards and parent-teacher conferences. Academic grades and conduct grades should be maintained and reported separately. Academic grades should never reflect punitive action. Parents should be consulted and well-informed at an early date when retention is considered advisable by the teacher(s) and principal.

MAKE-UP WORK POLICY

All teachers will implement a policy that students will be allowed to make-up all assignments and assessments for graded work collected during an excused absence period. Teachers are expected to coordinate a time for students to make-up their assignments, clearly communicating all deadlines to the student and their parent. If a student completes and fails an assignment, teachers will offer at least one opportunity within a one-week period for a student to improve their grade for full credit. For example, if a student fails a test or class work

assignment, the teacher will offer an opportunity within one week of the grade being reported to the student/parents for the student to come in early or stay after school to retake the test/assignment. The highest score on both attempts will be recorded. These opportunities will only be offered on assignments in the practice and post-test categories. Projects will not be given a second opportunity. In addition to teacher make-up work initiatives within the classroom, teachers and students can utilize the Starfish program outlined below.

STARFISH

The Starfish program new to CMS and will be utilized to provide students with opportunities to make up work that may be missing, incomplete, or requiring remediation due to an absence or other reasons. Starfish will take place in a classroom and students will be under the supervision of a professional who will facilitate the completion of the work as well as make sure it is returned to the appropriate teacher. To refer a student to Starfish, a teacher must contact the parent to inform them of the need for their child to complete missing assignments. The teacher must also complete a referral and send all necessary information, which may include copies of the assignment, directions, and/or rubrics, to Starfish to assist the student in completion. Starfish is an intervention designed to promote student achievement and is in no way a punitive program. By the time a child is referred to Starfish, all reasonable attempts to help the student complete missing assignments should have been made. While Starfish is a great intervention, the teacher remains the best choice to assist students who are missing work.

REPORT CARDS

Student report cards are sent out each nine weeks. The parent or guardian is asked to sign and return the report card envelope to indicate that he/she has seen it. Parents may keep the report cards each nine weeks. Report cards will be held if the student owes money to the cafeteria, after school program, non-resident tuition, media center, has a missing book/textbook, etc.

EARLY RELEASE DATES AND CONFERENCES

Communication between home and school is extremely important in providing the best education for our children. Parent/Student/Teacher Conferences are scheduled for Early Release Days as follows:

October 9-11, 2018	11:30 a.m.
March 12-14, 2019	11:30 a.m.

We encourage conferences whether by phone or in person to occur whenever they are needed. Students are encouraged to attend the conferences. Guiding and supporting our young people during these critical years of their lives is a responsibility we share as parents and teachers. Conferences with your child's teacher(s) may be arranged by sending a written request to the teacher or by asking the teacher to call you to arrange a time. Conferences must be arranged before or after school or during the teacher's planning time. An administrator will participate in the conference if the teacher and/or parent request the administrator's presence; however, parents are urged to discuss concerns with the teacher before involving the school administration.

MEDIA SERVICES

The media center is accessible to students from 7:45 a.m. – 3:15 p.m. each school day. Students utilizing the media center after 2:35 p.m. will need to be accompanied by an adult. Students are allowed to check out two items of their choice. Books may be checked out for a two week period, and magazines are available for overnight check out. Students may also check out a novel set with their class for a 30-day period in addition to their two items of choice. Overdue book notices will be distributed to students on a regular basis through their teachers. The student who checks out the book is responsible for the condition and timely return of the book. If the student is not able to return the book in good condition, the student will be responsible for paying for

damages to the book. If the student is unable to return the book issued to them, they will be responsible for the replacement cost of the book. Failure to do so will result in the student's report card being withheld.

SCHOOL COUNSELING

The purpose of the Carrollton Middle School Counseling Program is to enable all students to experience educational success by providing guidance in the areas of academic development, career development, and personal social development. The school counseling program will contribute to students becoming successful learners as well as productive and responsible citizens through:

- School Guidance Curriculum – This curriculum consists of structured lessons designed to help students achieve the desired competencies and to provide all students with the knowledge and skills appropriate for their developmental level.
- Individual Student Planning – School counselors coordinate ongoing systemic activities designed to help students establish personal goals and develop future plans.
- Responsive Services – Responsive services are preventative and/or intervention activities meeting students' immediate and future needs. These needs can be necessitated by events and conditions in students' lives and may require any of the following:
 - individual and group counseling
 - consultation with students, families, teachers, and administrators
 - referrals to other school support services or community resources
 - peer helping and/ or family intervention
 - advocacy and information sharing

Questions regarding counseling services please contact:

Ryan Scroggin: 770-830-0997/ Ext. 1618

Elizabeth Williams : 770-830-0997 /Ext. 1213

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL) SERVICES

Students who are limited in English proficiency and who meet the ESOL qualifications are provided with daily language assistance instruction to support the development of English language skills. A teacher, trained and certified in English to Speakers of Other Languages, works with the students to assist in meeting their language proficiency goals. Students are given entrance and exit exams to determine language strengths, weaknesses, and instructional needs.

MIGRANT EDUCATION PROGRAM

The Migrant Education Program (MEP) is a federally funded program designed to support comprehensive educational programs for migrant children to help reduce the educational disruption and other problems that result from repeated moves. For further information, please contact Ginger Harper (770-834-7077)

CARROLLTON MIDDLE SCHOOL--CLUBS AND STUDENT ACTIVITIES

Academic Bowl – Membership in this group is open to fourth and fifth graders. Team members are selected through a tryout process, and they practice for competition against other teams in academic content areas. Meetings are held after school weekly on Wednesdays.

Art Club – Art Club is a monthly after school program where fourth, fifth and sixth grade students will be encouraged to be creative and experiment with a variety of media. Students will create a project each month. 30

new students will be allowed to sign up each month. Students who attend one month may not attend another month unless there is space. Interested repeaters will be put on a waiting list and allowed to attend additional times based on interest. Monthly club dates and sign-ups will be provided.

Broadcast Team – Groups of students will be selected to represent their class and school on the CMS Broadcast Team. This group produces the CMS Morning Show each day at 7:40 a.m. Additional students will be invited as guests on a regular basis.

CHAMPIONS: The goal of this mentor program is to teach male students to be young men of high character in their communities and schools. With the guidance of male teachers as mentors as well as help from other men of the community, students will be equipped with the skills they need to be successful in all areas of life. CHAMPIONS goal to develop them into leaders who can lead themselves and peers to becoming Champions in life.

CMS Performing Arts – CMS Singers is open to all fourth, fifth and sixth grade students. Students learn music reading, sight reading, vocal production and stage presence skills while working cooperatively with others to reach a common goal. They also have a lot of fun! This group meets once a week to prepare two programs each school year. They perform for the students at CMS, family and friends, and at various community events. The fee is \$15 for a CMS Singers t-shirt and supplies. An application form and the \$15 fee are due to the sponsor, by the first Friday in September.

4-H Club – This is a youth educational program sponsored by the local county extension service. Being a member allows students to build self-confidence, responsibility, leadership and communication skills, and cultivates a student's best qualities. Members in all grades "learn by doing" through a number of projects in science, agriculture, personal development, community service, leadership, and citizenship. They participate in the local and county 4-H council meetings, competitive activities, trips, rallies, and camps. Additional activities include district project achievement, livestock and forestry judging teams, dog and horse school, cotton bowl, youth camps, funtastic weekend, wilderness challenge camp, officer training, 4-H Day at Six Flags, White Water, UGA and Braves games, and 4-H Congress. Regular meetings are held throughout the year.

LEGO Team – Will have a total of 20 members divided into two teams. FIRST LEGO League (FLL®) challenges kids to think like scientists and engineers. They will also build, test, and program an autonomous robot using LEGO MINDSTORMS® technology to solve a set of missions in the Robot Game. Throughout their experience, teams will operate under FLL's signature set of Core Values, celebrating discovery, teamwork, and Gracious Professionalism®. Price is \$50.00 + travel cost to competitions. Applications will be accepted the first week of school.

Little S.I.S.T.E.R's Club – Little S.I.S.T.E.R is a girls club. The focus of the group is to equip our young women at Carrollton Middle School with strategies and knowledge to develop self-confidence and sharing, intelligent, solutions to everyday realities.

ROV– The MATE ROV competition is about student learning. It is designed to be an event that challenges students to apply the physics, math, electronics, and engineering skills they are learning in the classroom to solving problems from the marine workplace. Mentors (teachers, parents, working professionals) are expected to limit their input to educational and inspirational roles and encouraged to focus on the benefits of the learning process and not simply on "winning" the competition. Students will be selected by application process and this

will take place the first week of November. Cost for this team is \$75 + travel costs to and from the competition in Savannah, GA.

Science Club– Science Club is open to fourth, fifth, and sixth graders interested in sharpening their science skills and exploring the world of science. This club is a great way for students to get together and explore the world around them. In grade level club meetings, we will explore the science that takes place in our everyday life. We will be racing balloon cars, eating insects, designing new insects that move, and performing other science experiments. Each grade level club will meet starting in September on a Thursday of each month from 2:35 - 3:35 p.m. Club dues are \$25 and must be accompanied by a completed application form (dues may be paid online via CMS website). Overnight field trips are also planned for each grade level and are an additional fee.

INSTRUCTIONAL RESOURCE PROGRAM (SPECIAL EDUCATION)

Special education services are available for students who exhibit disabilities which impact their regular classroom performance. Placement in these programs follows carefully outlined evaluation procedures defined by federal law and includes instructional services for students with learning disabilities, speech/language disabilities, vision or hearing disabilities, health impairments, emotional/behavioral disorders, or intellectual disabilities. Teachers or parents may refer a child who is experiencing difficulty to the school Student Support Team for initial study, alternative strategies, or referral for evaluation if a disability is suspected. For additional information, parents may contact their child's teachers, the principal, or call Support Services at 770-834-7077.

MEDICATIONS AT SCHOOL

Students who are ill should remain at home until they are well, for their own benefit as well as their classmates. All medicines should be given at home if possible. **If a child must take a medication at school, the parent must bring the medication to school, not send it with the student.** Parents should complete a medication administration form prior to medication being given.

The school does not keep a stock of prescription or nonprescription drugs. The school will only administer current medications sent by the parents – it is the parent's responsibility to check the expiration date on the bottle before sending it to school. School personnel will only dispense medications that adhere to the guidelines set forth in the Carrollton City Schools medication policy. All medications will be stored and locked in a school office. Students may not carry or administer medications to themselves or others at school. Parents will be responsible for picking up all medications at the end of the school year. Any medications not picked up will be destroyed.

The administration of prescription medications to students by school personnel will be done only when ordered by the student's personal physician. A prescription bottle, properly labeled by the pharmacy with the name of the physician, is proof of the doctor's order. Nonprescription medications must come to school in the original container.

1. School personnel must be informed by a written note or a completed medication form from the parent requesting the medication be given at school. All prescription medicine must be presented in a prescription bottle with the student's name, date of current prescription, instructions for administration, name of drug, and name of physician.
2. Medication forms are available in school offices and in the nurse's office.

- a. Medication forms must be completed by the parent/guardian only.
 - b. A record will be kept for all students receiving medication. Each medication will require a separate form. This record will be kept in the office with the medication, so staff can initial it daily when medication is given to the student.
3. For life-threatening emergency medications, a physician's order and parent's permission must be received for students to carry their own medication. Examples: Epi-pen, inhaler or insulin.

FIRST AID AND ILLNESS

No one who is ill should come to or remain at school. Students should make it known to the teacher and/or the school office if he/she is ill, or needs medical attention. If a question of illness should arise, the parent will be contacted. Parents are requested to pick up the student promptly if it is decided the student should go home.

Some first aid supplies are available in the office. In the event of an accident, every effort will be made to render emergency treatment, and the student's parents will be notified immediately. It is very important that the school have current emergency phone numbers on file; please keep the school informed of any changes in emergency information.

LOST AND FOUND

Lost and found is located in the front office. Lost articles should be taken to the office. Lost items will be returned upon identification. At the end of each nine weeks, unclaimed articles are given to a charitable organization.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Georgia law requires that each classroom begin every school day with quiet reflection with the participation of all students. This is not intended to be and shall not be conducted as a religious service. The Pledge of Allegiance will be recited each day before the moment of silence.

INCLEMENT WEATHER

Occasional severe weather conditions may make it necessary to close school. In the event that this decision is necessary, announcements will be made on local radio stations and on the major Atlanta television stations, as well as from SchoolCast. State laws allow students to miss up to three days when schools close for severe weather without having to make them up. If more than three days are missed, all days missed must be made up.

FLOWERS AND BALLOONS

Flowers or balloons sent to school will be kept in the front office until the end of the day. Bus riders may not take these items on the bus for safety reasons. Flowers, balloons and special deliveries will not be accepted on Valentine's Day due to the disruption created to the learning environment.

FUNDRAISING

There are several times throughout the year that we raise money for worthy causes. If you do not want your child to participate in fundraising activities, you will need to send a note to the front office and your child's teacher. The Board policy states that students are not permitted to sell items door to door.

FIELD TRIPS

Students may be taken on educational field trips by their teacher or principal provided the trip has prior

approval of the principal and parental consent for each student attending. Out-of-town field trips require the approval of the superintendent. All school rules apply when on field trips.

PARENT-TEACHER-VOLUNTEER ORGANIZATION (PTVO)

The PTVO is a voluntary organization whose membership is open to parents, grandparents, teachers, and school staff. Volunteers are encouraged and appreciated at our school. They work with children and our school in many ways including fundraising, room parents, spirit wear, and supporting school events. All PTVO meetings are open to the public and will be held at Carrollton Middle School. The dates will be announced. To learn more or to become involved, please contact the front office for more information.

PERFECT ATTENDANCE

Students will earn a perfect attendance certificate if they are not absent a day of school during the year and are not tardy more than four times during the year. Students who check out before 11:00 a.m. are counted absent for the day.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Federal law regulates access to and release of student records. The school must provide parents of students' access (within a reasonable length of time) to official records directly related to students as well as the opportunity to challenge the accuracy or appropriateness of these records. Except in certain circumstances, the release of student records requires the signature of a parent or legal guardian. For additional information, please reference the Carrollton City School System Handbook or contact the school office.

PROMOTION

Promotion Standards and Criteria for Grades 1-8: Essential communication and mathematical skills are criteria whereby a school committee begins to make placement decisions about individual students. Each school will identify essential and/or benchmark skills needed by each student to be successful in each grade. Students must demonstrate grade-level competency of essential and/or benchmark skills to be promoted from one grade to the next. The local promotion criteria is based on the assessment of the academic achievement of students at each grade level based on report card grades, benchmark/essential skill assessments, teacher-made assessments, standardized measures, and criterion-referenced tests. Students in grades 6-8 must pass a minimum of core academic courses established at each grade level in order to be promoted from one grade level to the next.

PROMOTION/RETENTION GEORGIA MILESTONES

Grades 3, 5, and 8: When a student does not perform at grade level in grades 3, 5, and 8 on the GA Milestones End-of-Grade Test on language arts (grades 3, 5, and 8) and/or mathematics (grades 5 and 8) then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the EOG individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - i. The student's below-grade-level performance on the EOG test(s);
 - ii. The specific retest(s) to be given the student and testing date(s);
 - iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's EOG performance; and

- iv. The possibility that the student might be retained at the same grade level for the next school year.
2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
3. The student shall be retested with appropriate section(s) of the End-of-Grade Test(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this Board.

When a student does not perform at grade level on the EOG Test in grades 3, 5, and 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this handbook.
2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - i. The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
 - ii. The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting;
 - iii. The notice shall include the requirement that the decision to promote the student be a unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and the principal or designee.
3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
 - i. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the EOG Test or the alternative assessment instrument on which the student failed to perform at grade level.
 - ii. The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - iii. The placement committee shall review the overall academic achievement of the student in light of the performance on the EOG Test or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
 - iv. The decision to promote must be a unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, 8 on the EOG Test(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the EOG Test in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the EOG Test in language arts and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the EOG Test in grades 3, 5, and 8 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

Each school principal or designee shall establish a student support team for each student in grades 3, 5, and 8 who does not achieve grade level on language arts and/or mathematics portions of the Georgia Milestones End-of-Grade Test. The student support team shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's performance on the GA Milestones End-of-Grade assessment in language arts and/or mathematics.

2. Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level on the language arts and/or mathematics sections of the GA Milestones End-of-Grade assessment.

3. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. Develop a parent and/or student compact for students who are placed in the next grade.

(a) No student will be retained in the same grade more than once in grades one through eight. The maximum number of retentions for a child, 1 through grade 8, is two (2), unless failure to meet state promotion test requirements necessitates additional retentions.

(b) Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs/Student Assessment.

(c) The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on the EOG assessments and other criteria established in this policy.

In addition to grades 3, 5, and 8, the school principal or designee may retain a student in grades 1-8 who performs satisfactorily on the GA Milestones End-of-Grade test/other appropriate benchmark assessments but who does not meet promotion standards and criteria established in this handbook.

RETENTION AT PARENT'S REQUEST

The Carrollton City Board of Education discourages parental requests for retention of a child when all academic requirements for promotion have been satisfied. No student may be retained for athletic purposes. Therefore, the Board shall require that whenever requests are received from parents, the Superintendent shall form a

committee consisting of the student's teacher(s), the principal, the school psychologist, and the curriculum director. When, for reasons other than athletic purposes, parents make a request of the school for retention of a student who has satisfied academic requirements for promotion of that student, the following procedure shall be used:

1. The parent shall make the request in writing to the principal, generally setting forth the reasons for the request.
2. The principal shall send a copy of the communication to the Superintendent who will set up a committee as outlined in the policy.
3. The committee shall meet and consider all aspects of the case and shall make written recommendation to the Superintendent, with a copy being sent to the Principal.
4. After receiving the committee's recommendation, the Superintendent shall make a decision and notify the parents of that decision.
5. An appeal request may be made by the parents in writing to the Carrollton City Board of Education.

SCHOOL GOVERNING TEAM (SGT)

In July of 2014, the CMS School Governing Team was established, replacing the CMS School Advisory Council. Members of the School Advisory Council who had not completed their two-year term were invited to continue to serve on the new School Governing Team until their term's end. Other members of the CMS School Governing Team were either elected by their peers or appointed by the principal.

With the creation of the CJHS School Governing Team, parents and community members have a greater opportunity to participate in school-level planning. To this end, SGT board members are charged with carrying the mission of the school into the community and bringing the views of the community into the school. Through these collaborative efforts, the CMS School Governing Team works together to support and encourage innovation as outlined in the system's charter petition. SGT work is propelled through monthly meetings, which promote communication, mutual understanding, respect, and collaboration for continuous improvement. All meetings are open to the public. If you would like to learn more about the CMS School Governing Team, please contact the principal.

SOLICITATION ADVERTISING

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations. No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit making organizations, except those having a contract with the school (school pictures, etc.). With administrative approval, advertising for recognized community service groups will be permissible.

TELEPHONE USE

School telephones are for official school business and emergency use only. Students should arrange for his/her ride before coming to school. Phone calls will not be sent to the classroom during instructional time. Messages can be left with the secretary and will be delivered to students and staff members during non-instructional time.

TENTATIVE TESTING DATES

GAA – September 6, 2018 - March 22, 2019

ACCESS for ELL – January 22 - March 4, 2019

Georgia Milestones End of Grade – April 16-19, April 23-26, 2019

*All Milestones Testing will be done exclusively online

TEXTBOOKS

All necessary textbooks are furnished by the State of Georgia and the City of Carrollton. Reasonable care of these books is expected of students. Any unnecessary damage or loss must be paid for by the student. The following formula is used to determine the cost for the loss or damage of a textbook:

1. For a new book, the full price of the book
2. After the first year, a minimum of one-half the full price of the book
3. After the second year, based on the age and condition of the book

Damage is charged according to the extent of the damage and the age and condition of the book at the time of issue. Un-cleared obligations will result in report cards and other records being held until obligations are cleared. Students are responsible for loss or damage of textbooks assigned to them.

STUDENT TRANSFER AND WITHDRAWAL

Parents should notify the school office at least one day before planning to withdraw or transfer their child. This will allow time to complete transfer forms and necessary records. All textbooks and library books must be returned to the school and all fines and charges must be paid before records can be released.

VISITORS

Any visitor to the school or school grounds, including parents, must report to the front office and obtain a Lobby Guard visitor's pass (drivers license required). Visitors must wear the visitor badge while in the building. Return the visitor badge to the front office upon departure/scanned for sign out in Lobby Guard. At no time may any visitor go to a classroom or other area of the building to see a student or teacher without first signing in at the office and obtaining a visitor badge each time he/she visits the school. Visitors to the classroom during instructional time are limited.

WEAPONS IN SCHOOL

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or the Board of Education and used for elementary or secondary education.
2. "Weapon" means and includes
 - any fireman, herein defined as having the meaning set forth in 18 USC 921 (a)(3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device", defined to include:

- any explosive, incendiary, or poison gas;
 - bomb,
 - grenade,
 - rocket having a propellant charge of more than four ounces,
 - missile having an explosive or incendiary charge of more than one-quarter ounce,
 - mine, or
 - device similar to any of the devices described in the preceding clauses;
- any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- any combination of parts whether designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; and device although originally pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- a. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife of any kind; or
- b. straight-edge razor, razor blade; or
- c. spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nunchaku, shuriken, or fighting chain; or
- d. any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.
- e. any stun gun or taser as defined in O.C.G.A. section 16-11-106(a);
- f. any other weapon which may be designated by State or Federal law subsequent to the date of this policy.

Exceptions

The exceptions to this policy are those individuals specifically provided by Georgia law which is now, or may hereafter, be specified.

BRIDGE BILL

The BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act, House Bill 400, was signed into law May 2010 to create atmosphere motivations middle and high school students to learn because they see a direct correlation between what they are learning and their future. The implementation of the BRIDGE Act provides middle and high school students with career counseling and regularly-scheduled advisement to choose a focused plan of study. If you would like more information about the BRIDGE Bill, please contact our school counselors.

CMS Tardy Policy and Consequences

Definition of Terms

Truant

Any child subject to compulsory attendance, who during the school calendar year has more than five days of unexcused absences.

Exception for suspension

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

Personal illness

The school will allow a maximum of five absences per year to be excused on the authority of written parent notes. The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five per year. Additional absences will be excused only with an original medical excuse signed by a healthcare professional.

- Circumstances where attendance in school endangers a student's health or the health of others.
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly.

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.

Absence Reduction Plan

The Board of Education adopts the following policies and/or procedures to reduce unexcused absences:

Parental Notification--Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.
- Students age ten or older by September 1 must sign a statement indicating receipt of the written statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include, but are not limited to the following:

Third Unexcused Absence in the School Calendar Year:

- Contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or the Principal's designee. The Principal or Principal's designee may refer the student for RTI, SST, or other appropriate support.

Five Unexcused Absences in the School Calendar Year:

- Schools will notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences, including but not limited to RTI, SST referral, or other appropriate action.
- After five unexcused absences in the school calendar year, each subsequent absence will constitute a separate offense.

Notification

- Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance.
- If two reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via certified mail with return receipt requested. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Six or More Unexcused Absences in an Academic Year

- **Six Unexcused Absences:** Students accumulating six (6) days of unexcused absences in the school calendar year will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct.
- **Eight Unexcused Absences:** Upon a student's accumulation of eight (8) unexcused absences in the school calendar year, a student's homeroom teacher will make a referral to the Principal or designee for RTI or Student Support Team (SST) intervention if such referral has not been made for previous absences. Prior to the first RTI or SST meeting, a school social worker, school nurse or other appropriate staff member will attempt contact with the student and parent(s), guardian(s) or other person(s) who has control or charge of the student. The school social worker will assist RTI or SST teams with development of interventions and strategies for improvement of the student's school attendance. Referral to Carroll County *Truancy Education And Mediation* (TEAM) will be included as a possible intervention.
- **Ten Unexcused Absences:** Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Carroll County Truancy Education and Mediation (TEAM) for contracted participation in the TEAM truancy diversion program. The school social worker will serve to coordinate efforts between the school and TEAM in monitoring attendance. **Violation of TEAM Truancy Diversion Contract or refusal to participate in the TEAM truancy diversion program may result in immediate referral to the appropriate court, including but not limited to one or more of the following:**

Students ages six (6) to seventeen (17) and their parent(s), guardian(s), or other person(s) having control or charge of the student to the Juvenile Court for possible Protective Order or other appropriate disposition.

Parent(s), guardian(s), or other person(s) having control or charge of students ages six (6) to seventeen (17) may be referred to State Court for Failure to Comply with Compulsory Attendance.

Student Withdrawals

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more than 10 consecutive days of unexcused absences:
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available pursuant to O.C.G.A. § 20-2-690.1(e). Love ya girl.

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Monitoring

The Principal and/or designee will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to RTI for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.

HEARING/VISION SCREENINGS

Parents or teachers may request a free individual vision or hearing screening for a child with written permission from the parent. If a child fails an initial screening, a second screening will be conducted. If a student fails both the initial screening and a second screening, the parents will be notified.

HOMELESS NOTICE

The McKinney-Vento Homeless Assistance Act, reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. For further information, please contact Ginger Harper (770-834-7077)

HOSPITAL/HOMEBOUND SERVICES

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home/hospital for students whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in the Carrollton City School System in order to receive HHB services. HHB services are not intended to supplant regular school services and are, by design, temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented. If you would like more information regarding HHB, please contact the school counselor.

IMMUNIZATION LAW

Georgia law requires that all students enrolled in a Georgia school must have an immunization record on file in the school office. In addition, students entering a Georgia school for the first time must present an Eye, Ear, Dental Certificate (Georgia Form #3300). These certificates can be obtained at the Carroll County Health Department or in many doctor's offices. These certificates should be presented at the school office at the time of enrollment.

All new students enrolling from out-of-district or out-of-state for the 2017-2018 school years must have the following shots:

- 5 DPT (with the last one given after the 4th birthday). It is recommended that a booster be given at age 11 (or 5 years after the last dose). This is not required.
- 4 Polio (with the last one given after the 4th birthday).
- 3 Hepatitis B (This series must be started. Health Department may issue a temporary waiver).
- 2 MMR (with the last one given after the 4th birthday).
- 2 Varicella (chicken pox).

All immunizations must be recorded on the state Form #3231. Any other form is not acceptable. If a new student arrives with any other documentation, the parents are to be referred to the Health Department.

**Students with waivers* -These forms will have an expiration date on them. Parents are responsible for making sure the student goes back for the next booster. School officials must keep track of the expiration dates, and remind the parents a month in advance to go back and get the next shot. If the student does not get the shot by 30 days after the expiration date, the student will be suspended from school until the next shot is obtained. The student will be issued a new certificate with a new expiration date each time a shot is received, and a current certificate will be issued when all shots are completed. It is the parent's responsibility to get an updated immunization certificate to school.

Carrollton Middle School - 2018 -19 School Year - Faculty & Staff – By Department

4th Grade Teachers

4 th Grade Teachers			
Team A		Team B	
Teacher:	Subject:	Teacher:	Subject:
Amy Holliday	English/Language Arts Social Studies	Jill Rooks	English/Language Arts Social Studies
Robert Tolbert	Math Science	Kati Brown	Math Science
Team C		Team D	
Teacher:	Subject:	Teacher:	Subject:
Donna Sullivan	English/Language Arts Social Studies	Morgan Sipsy	English/Language Arts Social Studies
Cameron Cable	Math Science	Lindsey Richardson	Math Science
Team E		Team F	
Teacher:	Subject:	Teacher:	Subject:
Stephanie Nestor	English/Language Arts Social Studies	Laura Holloway	English/Language Arts Social Studies
Amanda Holliday	Math Science	Dawn George	Math Science
Team G			
Teacher:	Subject:		
Heather DeWitt	English/Language Arts Social Studies		
Jan Davenport	Math Science		

5th Grade Teachers

5 th Grade Teachers			
Team A		Team B	
Teacher:	Subject:	Teacher:	Subject:
Stefnie Crites	English/Language Arts	Brittany Smith	English/Language Arts
Diana Gibbs	English/Language Arts	Kaley Blankinship	English/Language Arts
Linda Rule	Math	Russ Martin	Math
Ellen Wright	Math	Allison Akins	Math
Jennifer Morrow	Social Studies	Brittany Young	Social Studies
Mary Miller	Science	Ellen Aiken	Science

Team C		Team D	
Teacher:	Subject:	Teacher:	Subject
Tracy Rainwater	English/Language Arts Social Studies	Cindy Lamb	English/Language Arts Social Studies
Freddy Bennett	Math Science	Katie Turner	Math Science
6th Grade Teachers			
Team A		Team B	
Teacher:	Subject:	Teacher:	Subject:
Shannon Mancil	English/Language Arts	Candace Jones	English/Language Arts
Holly Maddox	English/ Language Arts	Lexus Houston	English/ Language Arts
Kym Hilbert	Math	Sandy Heath	Math
Charles Young	Math	Tiffany Pullen	Math
Beth Boykin	Social Studies	Tanya McCall	Social Studies
Tara Yarbrough	Science	Ashley Wilson	Science
Team C		Team D	
Teacher:	Subject:	Teacher:	Subject:
Lindsey Minton	English/Language Arts Science	Ashley Smith	English/Language Arts Social Studies
Jessica Bearden	Math Social Studies	Latoya Hudson	Math Science
Connections Teachers			
Teacher:	Subject:	Teacher:	Subject:
Leland Alexander	Band	Moses Mitchell	STEM
Erin Dallman	Music	Scott New	Physical Education
Michael Hilbert	Physical Education	Ginger Nixon	Computer Science/ Literacy
Anna Greene	Art		
Special Education Teachers			
Mary Boggs	Yontrea Engram	Alli Hubbard	Kimberly Perry
Megan Cate	Lorrie Gillespie	Jarrod Hogan	Kelly Pulliam
Emily Dial	Jennifer Gunnells	Contina Mullins	

Paraprofessionals

Beverly Adams	LaPraya Curry	Jerri Sanders	
Jamie Bates	Kim Kendall	Megan Smith	
Michelle Crowder	Greta North	Sheila Whitworth	

Counselors

Counselor:	Grade Served:	Counselor:	Grade Served:
Elizabeth Williams	4 th -5 th Grade Counselor	Ryan Scroggin	5 th -6 th Grade Counselor

Support Staff

Name:	Area:	Name:	Area:
Adam Bills	Technical Support	Diane Patterson	Vision
Cindy Cantrell	Speech	Shilah Prothro	SIS Specialist
Michelle Crowder	Second Chance Room	Pam Smith	Media Specialist
Donna Derbecker	Receptionist	Tina Turner	ESOL
Mercy Hernandez	Principal's Assistant / Bookkeeper	Karen Williams	Nurse
Hannah Morin	Speech		

Cafeteria Staff

Ramona Bailey	Auerlia Estrada	Geraldina Herrera, Cafeteria Manager
Betty Chambers	Reba Fambro	Kenny Rodriguez
Susan Daniel	Rachel Fricks	Ruth Williamson

Administrators

Stacy Lawler Principal	Samantha Green Assistant Principal	Stephanie Holloway Assistant Principal	Eric Simmons Assistant Principal
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2018-2019 CMS Faculty & Staff – Alphabetical Listing

Adams, Beverly - Paraprofessional
Aiken, Ellen - 5th Grade, Science
Alexander, Leland - Band
Akins, Allison - 5th Grade, Math
Almonte, Kenny - Cafeteria Staff
Bates, Jamie - Paraprofessional
Bearden, Jessica - 6th Grade, Math & Social Studies
Bennett, Freddy - 5th Grade, Math & Science
Bills, Adam - Technical Support Analyst
Blankinship, Kaley - 5th Grade, English/Language Arts
Boggs, Mary - Special Education
Boykin, Beth - 6th Grade, Social Studies
Brown, Kati - 4th Grade, Math & Science
Cable, Cameron - 4th Grade, Math & Science
Cantrell, Cindy - Speech
Cate, Megan - Special Education
Curry, LaPraya - Paraprofessional
Crites, Stefanie - 5th Grade, English/Language Arts
Crowder, Michelle - Paraprofessional/SCR Coordinator
Dallman, Erin – Music
Davenport, Jan - 4th Grade, Math & Science
Derbecker, Donna - Receptionist
DeWitt, Heather - 4th Grade, ELA & Social Studies
Dial, Emily - Special Education
Driver, Kathy - Cafeteria Staff
Engram-Hurst, Yontrea - Special Education
Estrada, Aurelia - Cafeteria Staff
Fambro, Reba - Cafeteria Staff
Flores, Maria - Cafeteria Staff
Fricks, Rachel - Cafeteria Staff
George, Dawn - 4th Grade, Math & Science
Gibbs, Diana - 5th Grade, English/Language Arts
Gillespie, Lorrie - Special Education
Green, Samantha - Assistant Principal
Greene, Anna- Art
Gunnells, Jennifer - Special Education
Heath, Sandy - 6th Grade, Math
Hernandez, Mercy - Principal's Assistant/Bookkeeper
Herrera, Geraldine - Cafeteria Manager
Hilbert, Kym - 6th Grade, Math
Hilbert, Michael - Physical Education
Hogan, Jarrod - Special Education
Holliday, Amanda - 4th Grade, Math & Science
Holliday, Amy - 4th Grade, ELA & Social Studies
Holloway, Laura - 4th Grade, Social Studies
Holloway, Stephanie - Assistant Principal
Houston, Lexus - 6th Grade, English/Language Arts
Hubbard, Alli - Special Education
Hudson, LaToya - 6th Grade, Math & Science
Jones, Candace - 6th Grade, English/Language Arts
Kendall, Kim - Paraprofessional
Lamb, Cindy - 5th Grade, ELA & Social Studies
Lawler, Stacy - Principal
Maddox, Holly - 6th Grade, English/Language Arts
Mancil, Shannon - 6th Grade, English/Language Arts
Martin, Russ - 5th Grade, Math
McCall, Tanya - 6th Grade, Social Studies
Miller, Mary - 5th Grade, Science
Morin, Hannah - Speech
Siurano-Mitchell, Moses - STEM
Minton, Lindsey - 6th Grade, ELA & Science
Morrow, Jennifer - 5th Grade, Social Studies
Mullins, Contina - Special Education
Nestor, Stephanie - 4th Grade, ELA & Social Studies
New, Scott - Physical Education
Nixon, Ginger - Computer Science/Literacy
North, Greta - Paraprofessional
O'Neal, Robin - 6th Grade, Math
Patterson, Diane - Vision
Prothro, Shilah - SIS Specialist
Pullen, Tiffany - 6th Grade, Math
Pulliam, Kelly - Special Education
Rainwater, Tracy - 5th Grade, ELA & Social Studies
Richardson, Lindsey - 4th Grade, Math & Science
Rooks, Jill - 4th Grade, ELA & Social Studies
Rule, Linda - 5th Grade, Math
Sanders, Jerri - Paraprofessional
Scroggin, Ryan - 5th/6th Grade Counselor
Simmons, Eric - Assistant Principal
Simpson, Debbie - Cafeteria Staff
Sipsy, Morgan - 4th Grade, ELA & Social Studies
Smith, Ashley - 6th Grade, ELA & Social Studies
Smith, Brittany - 5th Grade, English/Language Arts
Smith, Megan - Paraprofessional
Smith, Pam - Media Specialist
Sullivan, Donna - 4th Grade, ELA & Social Studies
Tolbert, Robert - 4th Grade, Math & Science
Turner, Katie - 5th Grade, Math & Science
Turner, Tina - ESOL
Whitworth, Sheila - Paraprofessional
Williams, Elizabeth - 4th/5th Grade Counselor
Williams, Karen - School Nurse
Williamson, Ruth - Cafeteria Staff
Wilson, Ashley - 6th Grade, Science
Wright, Ellen - 5th Grade, Math
Yarbrough, Tara - 6th Grade, Science
Young, Brittany - 5th Grade, Social Studies
Young, Charles - 6th Grade, Math



CARROLLTON MIDDLE SCHOOL
THE GOLD STANDARD

Mr. Stacy Lawler
Principal

Samantha Green
Assistant Principal

Stephanie Holloway
Assistant Principal

Eric Simmons
Assistant Principal

Estimados Padres y Estudiantes de Carrollton Middle School:

Bienvenido a Carrollton Middle School! Es con gran honor y emoción que comienzo mi segundo año como el director de esta gran escuela. La base de CMS siempre ha sido una facultad y personal cariñoso y talentoso que encarnan las cualidades de la tradición, la innovación y la excelencia en todo lo que hacemos. Al reflexionar sobre lo que significa ser parte de Carrollton City Schools, el pensamiento que siempre me viene a la mente es: "¡Go Trojans!" Carrollton City Schools y CMS siempre tienen, y seguirán teniendo, una cultura de altas expectativas. El secreto de nuestro éxito es la gente de esta comunidad. Continuaremos trabajando como maestros, personal, padres y miembros de la comunidad afectuosa para crear oportunidades tremendas para todos los estudiantes. En CMS, ¡todo significa todo! Trabajamos en colaboración hacia altos estándares académicos y promoviendo el crecimiento personal de todo el niño para que sea una persona completa y un miembro exitoso y colaborador de nuestra comunidad.

El propósito de este manual es proporcionarle información sobre Carrollton Middle School. Las políticas, normas, procedimientos y oportunidades mencionados en el manual se transmiten lo más claramente posible para garantizar que usted comprenda las expectativas en CMS. Sabemos que los puntos establecidos en este manual le proporcionarán un entorno de aprendizaje seguro, ordenado y desafiante.

Te animo a que te unas a nosotros para encontrar una manera de involucrarte en nuestra comunidad escolar. Estamos 100% comprometidos a servir como un entorno educativo enriquecedor y estimulante para su hijo a lo largo de estos años de escuela intermedia más importantes. Juntos, podemos asegurarnos de que la enseñanza y el aprendizaje no comiencen ni terminen con el día escolar, sino que se entrelazan a la perfección en todas nuestras escuelas y la comunidad.

Espero un GRAN año escolar 2018-19 y espero que cada uno de ustedes comparta la misma emoción. Si tiene alguna pregunta o inquietud, no dude en comunicarse conmigo o con cualquier otro miembro de nuestro personal. Para su comodidad tenemos personal que le puede asistir en español.

Go Trojans!

Stacy Lawler, Director
Carrollton Middle School

