

Don't be caught with a Hidden Agenda

A guide to Student/Parent Use of the TRMS Agenda

- Read the information at the front of the agenda. This is the Taylor Road Handbook, which lists school procedures and guidelines.
- Write daily assignments (homework, projects, and tests) in the appropriate class box on the weekly calendar. Record special school events such as club meetings, practices and intramurals in the “month-at-a-glance” section.
- Present a signed agenda as a Hall Pass when going to the clinic, media center, restroom, etc.

Student tips for success:

- 1. Take your agenda to each class.*
- 2. Record assignments as instructed by the teacher.*
- 3. Write legibly and neatly.*
- 4. Make notes for long term assignments and tests on the monthly calendar pages.*
- 5. Refer to your entries each afternoon when you begin your homework.*
- 6. Show the agenda to your parents every day.*
- 7. Read your teachers' blogs daily (and on Sunday evening to refresh your memory).*

MISSION STATEMENT

Taylor Road Middle School is a team of educators, parents, and community members committed to young adolescents. By providing knowledge and skills that promote greater academic achievement, personal growth, global awareness and opportunities for success in a safe and positive environment, our students will be prepared for the future. A strong academic program which highlights social diversity will reaffirm cultural differences and the common values that hold our society together. As we strive to develop a strong school community, our students will become responsible young citizens who can adapt to an ever-changing world.

BELIEF STATEMENTS

1. The school is a partnership of educators, parents, students, and community members.
2. Young adolescence is a developmental stage that requires special attention.
3. All students can learn skills, concepts, attitudes, and values necessary to be successful at school and ultimately in adult life.
4. Students learn best in a safe, positive environment which respects cultural differences.
5. Diversity is a strength.
6. There is a set of core values that holds our society together and that should be stressed to students.
7. We live in a global society that is rapidly changing.

GRADING SYSTEM

Students receive progress reports every 4 ½ weeks during the semester. These progress reports are snapshots of the student's progress to that point. Final grades for core academic courses are received at the end of the semester (18 weeks). Each semester is a separate grading entity. The course yearly average is obtained by averaging the two, end-of-semester grades.

The grading scale is approved by the Fulton County Board of Education. Grades are reported numerically on all progress reports and report cards.

<u>Grading Scale</u>	A= 90 -100
	B= 80-89
	C= 70-79
	F= 69 and below *

* any grade below 70 is failing

Conduct grades in each subject will also be recorded by the instructor.

All students at Taylor Road are expected to complete all work assigned by the teacher. For all students who do not complete work, a Pyramid of Interventions has been developed to support teachers and help students fully complete assignments. School personnel, including counselors, administrators, the SST Chair and the graduation coach, are available to assist students who are reluctant to complete assignments. Students taking high school courses are given the choice to accept the Carnegie unit credit each semester. Credits are added to the transcript upon enrollment in high school.

HONOR ROLL

Outstanding student achievement will be recognized each semester through the Principal's Superior Honor Roll - all A's, and Excellent Honor Roll - all A's and B's.

PROMOTION

At the end of each academic year, students who have made satisfactory progress in academic subjects are promoted to the next grade level. In cases where promotion is questionable, parents are notified by the school in advance and a cooperative effort is made by all involved personnel to support the student's successful completion of the grade.

Middle school students must have a passing grade in language arts, mathematics, social studies, science, reading/foreign language and one of the following: a combination of grades in the Connections segment or the physical education/health/connections segment.

A passing semester grade in the connections or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of two nine-week grades during the semester. Any student who receives an average for both semesters of 69 or below shall fail the subject for the year. Students who are not promoted are either placed in the next grade or retained in the same grade.

A failing grade in a subject can be made up by the student earning a passing grade in an appropriate subject during a summer school session.

STUDENT RESPONSIBILITIES

While the aim of the middle school is to promote individual freedom and growth, all students are expected to conform to certain rules and regulations. These rules are necessary to ensure the safety and well-being of the students and to promote optimum conditions for a healthy learning environment.

INDIVIDUAL ACTIONS

It is expected that every individual will accept responsibility for his or her own actions, whether intentional or unintentional. Often, harm caused to other persons or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his or her parent) to make appropriate restitution.

TEXTBOOKS / LAPTOP DEVICES

Students are required to cover all textbooks issued to them, and textbooks must be covered during the entire school year. Brown paper or other heavy paper is suitable for covering books. All district-issued textbooks, devices or materials are the property of the Fulton County School District. If for any reason a device is lost, stolen, or damaged during the time that it is issued to the student, whether intentionally or due to negligence, the student and their parent/guardian are responsible for the fines outlined in the Device User Agreement (see school website). Restitution for lost and/or damaged textbooks, laptop devices or related materials and supplies can be required BEFORE a second text or device will be made available. Students who owe money for lost or damaged texts, devices, or materials can be permitted to use replacements during classroom instruction. However, they may not be permitted to take the text, device, or materials home for homework purposes. If any payment owed is not made, the fine will be noted in the student record. High schools often require fines paid before awarding a diploma. Students may also be excluded from any or all after-school activities, including clubs and intramurals, or special events during the school day, such as field days.

PERSONAL APPEARANCE

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted. Examples are: lack of cleanliness in person or dress; shoeless; "short-short" clothing; bare midriffs; tank tops; see-through clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

Guidelines for clarification are as follows:

1. Hats, caps, curlers, head scarves, sweat bands, chains, sunglasses, tennis skirts, gloves, and coats are not to be worn during school hours.
2. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle school students - i.e., alcohol and tobacco products, etc.).
3. Shorts and skirts must be of a non-revealing length (finger tip length or longer). If there is a question about the length, then the shorts or skirts are most probably too short and should not be worn to school. Pants should be worn at the waist and not sag. No undergarments, including boxer shorts, should be visible at anytime. Students who wear loose pants should wear belts.
4. Athletic-type shorts, such as those used for biking, are not permitted.
5. Clothing with rips, tears or holes may be considered inappropriate for school.
6. Shoes must be worn at all times.
7. Clothing should be clean.
8. Pajamas are not appropriate school attire.
9. Clothing that is excessively revealing, such as short mini-skirts; short-shorts; tank tops; loosely fitting, low-cut blouses or halter tops; mesh shirts; or shirts exposing the midriff are not to be worn to school.
10. For girls, all straps on sleeveless shirts should be 3 fingers wide with no undergarments showing.
11. Hair, face, and body paint are inappropriate for school.

Students and parents are expected to honor the dress code in order that valuable school time is not spent examining student attire to determine appropriateness. Students who are in violation of the dress code will be identified at the beginning of 1st period and sent to the office. Students who violate the dress code will be allowed to call home for an appropriate change of clothing or be provided with appropriate clothing. If a parent is unavailable, the student will be given appropriate clothing to wear for the remainder of the school day.

CARE OF PROPERTY

Students are urged to take pride in the appearance of their school, the building, furniture, buses and surroundings. Students will be required to pay for any damage they cause.

CARE OF VALUABLES AND MONEY

The school makes every attempt to help students safeguard their valuables. We suggest placing name labels on personal articles and apparel. All lost articles, including textbooks, will be placed in the lost and found space which is open during school hours. Students are encouraged to check often! Items in the lost and found space may be discarded at the end of each semester.

Students are discouraged from bringing large amounts of money to school, as it is easily lost and may be stolen. The school administration assumes no responsibility for money or other valuable items brought to school.

Lockers are provided for the safekeeping of student belongings and should be used for this purpose. Stealing, including keeping anything that is not one's own, is against the student code of conduct. Students who are determined to be in possession of other people's belongings will be disciplined and may be suspended from school.

ACADEMIC HONESTY

One important aspect of a student's education process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working individually, plagiarism (to take and use as one's own the writings or ideas of someone else) and other related acts. At the beginning of the year, students will sign an Honor Code. Students who fail to meet the standards of this code will receive a written Honor Code Violation form to be signed by the parent and the student. Repeated violations of the code will result in a referral to an administrator.

The following situations would be examples of academic dishonesty:

- Misrepresenting someone else's work as one's own
- Giving answers to specific questions from a test to others between classes
- Plagiarism (to take and use as one's own the writings or ideas of someone else)
- Purposefully looking at someone else's paper during a test
- Copying someone else's homework
- Giving someone else homework/class work to copy

SEXUAL HARASSMENT

Sexual Harassment is unwelcomed conduct that is directed toward a person because of that person's gender. This type of action is prohibited. A student should inform a teacher, counselor or administrator if he or she believes that he or she is receiving unwanted sexual advances, or requests for sexual favor, or is being confronted with other unwanted verbal and/or physical conduct that has sexual intent. The student is advised to:

- Let the individual know that his/her actions are unwanted. Insist that the conduct stop immediately.
- Take action immediately by letting a teacher, counselor, or administrator know if the unwanted actions do not stop.

CONDUCT RULES

The following rules are in effect on the campus, the bus, in route to and from school, and at any school-sponsored activity unless otherwise noted:

1. Students may not be out of class without a hall pass.
2. Toys, audio devices, computer games, etc., are not allowed to be used between 8:30 a.m. and 4:00 p.m., except with special permission from an adult.
3. All cell phones should be turned off and out of sight during the school day
4. Objects shall not be thrown at any time (unless a teacher directs this action).
5. School property shall not be defaced in any way. Students will be required to pay for any damage for which they are responsible.
6. Profanity and obscene gestures are prohibited.
7. Fighting and generally disruptive behavior, including horseplay, are prohibited.
8. A student shall not possess any weapon or dangerous instrument. (This includes laser pointers.)
9. Students shall not possess, sell, attempt to sell, use or transmit alcohol, drugs or any psychoactive substance. Students shall not possess, sell, attempt to sell, use or transmit any substance under the pretense that it is alcohol, drugs or any psychoactive substance.
10. Students shall not possess, sell, attempt to sell, use or transmit tobacco in any form, or tobacco-related products such as rolling papers, matches, lighters, or e-cigarettes.
11. There will be no public display of affection.

12. Harassment and bullying of all types (racial, sexual, etc.) is prohibited. Students will not threaten, intimidate or physically harm another student.
13. Students may not sell or distribute products of any kind on the school campus or on school transportation unless duly authorized by the principal.
14. Students are not permitted to visit another school campus during school hours without permission.
15. Failure to attempt to return found personal or school property shall be considered theft. Found items should be returned to the front office.
16. Students may not leave the school grounds during the instructional day for any reason unless accompanied by an appropriate adult. Students who do leave with an adult must be signed out through the office.
17. Special rules or standards of conduct will be set up for extended field trips and special events.
18. Appropriate dress is required.
19. Possession, distribution or use of devices such as snapping pops, stink bombs, smoke bombs, cherry bombs, etc., is prohibited.
21. Students are expected to follow all rules and regulations set forth by the Fulton County School System. For additional details, please refer to the Middle School Code of Conduct and Discipline Handbook. A copy of these guidelines is given to parents at the beginning of the school year.
20. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration.
21. Students are expected to follow the rules and procedures listed in School Bus Safety Rides with You.

ATTENDANCE (FULTON COUNTY BOARD POLICY AND PROCEDURES)

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

ABSENCES

Any student who is absent shall present a written excuse to the front office, signed by one of his/her parents or guardians when he/she returns to school. In some cases, medical documentation may be required. These excuses shall be filed and kept until the beginning of the following school year. If the student is absent three consecutive days and the school cannot obtain information as to why the student is absent, a referral shall be made to the Visiting Teacher/School Social Worker.

TRUANCY

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.

EXCUSED ABSENCES

A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
 - a. scholarship interviews/college visitations,
 - b. travel opportunity with educational benefits,
 - c. graduation or wedding of an immediate family member,
 - d. specialized educational experience,
 - e. other circumstances that are mutually agreeable to the parent and principal,
 - f. up to 5 of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
8. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
9. School days missed as a result of an out-of-school suspension.
10. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.

MAKE-UP-WORK

Make-up work should be requested by 9:00 a.m. the **second** day of an absence. Students who are absent are encouraged to have a “homework buddy” whom they can contact about what they missed the first day of their absence. Missed work requests may be made by letter, telephone, E-mail, or in person. Requests received by 9:00 a.m. are normally available for pick-up after 4:00 p.m. that same day; others may be picked up 24 hours after the request is made.

Upon returning to school following an absence, it is a student’s responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school.

Students will receive the actual grade earned on make-up work if (1) the absence is “excused or approved,” (2) a written excuse has been submitted in accordance with this and Board Procedures, and (3) the make-up work has been completed satisfactorily within the time specified by the teacher.

LATE ARRIVALS AND EARLY DISMISSALS

It is the responsibility of students to arrive at school on time. Students who arrive at school late or wish to leave school before the afternoon bells, must report, immediately upon arrival, to the office with a note stating the reason for their tardiness or early dismissal. If a student needs to be picked up before school is out, the parent or designee must come into the school office and sign the check-out sheet.

Office staff will not be available to locate students based on telephone requests except in the case of extreme emergency situations.

Students who arrive at school after 8:50 a.m. without either a note from an adult or accompanied by an adult will not be permitted to leave the office area until a parent has been contacted.

TARDINESS

Fifteen (15) unexcused tardies may result in a referral to the school social worker.

CAFETERIA

The school cafeteria offers choices of nutritional, well-balanced breakfasts and lunches each day. In addition to the regular hot food line, there is a grab and go line of sandwiches, etc., or a salad may be selected.

A la carte items are also sold and prices vary. Granola bars, chips, cookies, ice cream and other desserts are also offered.

The cafeteria offers complete breakfast meals for \$1.20, and lunch meals for \$2.50 daily. (Make all checks for cafeteria services payable to Taylor Road Middle School or go to www.MealpayPlus.com to make an online payment). Neither student nor adult lunches may be charged. Money will be posted to accounts any day of the week during breakfast or lunch.

Students who forget their lunches or money will be offered crackers and loaned money for milk. This arrangement will be handled in the school office.

Parents are invited to eat in the cafeteria at any time. Parents should not, however, come to school with orders of commercially prepared food to take into the cafeteria. In addition, parents should not bring “picnics” for an entire table of students. We appreciate your cooperation as we strive to operate the cafeteria in an orderly manner that abides by federal lunch regulations and that is fair and equitable to all students. All parents must check in at the front office before going to the cafeteria. Adult breakfast is \$1.55. Adult lunch is \$3.25. All food prices are subject to change. All students are expected to purchase or bring a lunch each day.

Carbonated drinks and drinks containing caffeine are not served by the school during the lunch period. Students who bring their own lunches are encouraged to bring nutritious drinks and food.

FREE AND REDUCED-PRICE MEALS

Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through application available at each school. As of July 1, 2005, the process for completing these applications changed. This means that households no longer need to complete a separate application for each student. Instead, they will complete one application listing all household members and identifying students who attend a Fulton County School (FCS). Families may apply on line: www.fulton.schoollunchapp.com.

- Parents/guardians must complete one application per household indicating the school attended for each student
- The application should be returned to the school cafeteria manager of the youngest student
- New students to FCS will pay for meals until the household application is approved
- Returning FCS students will maintain last year’s meal status until the application is approved
- The approval process will be completed within 10 days

For more information about Free and Reduced-Price Meals or the new application process, contact the FCS School Nutrition Program at 404-669-8960 or go to <http://fultonschools.org/dept/schoolnutrition/>.

CHECKS WRITTEN TO TAYLOR ROAD

We are no longer accepting personal or company checks. The most convenient option is to pay any fees electronically via our [school website/OSP](#). Money orders are an acceptable alternative to checks.

CLINIC AND STUDENT MEDICATION

The clinic is staffed daily by a clinic attendant. The attendant will keep a record of each student who enters the clinic for any reason. This record shows the time the student entered and left the clinic and what was reported to be wrong with the student. A student must have a written pass to enter the clinic. This pass must be signed by a teacher and show the time that the student left class. A student returning to class from the clinic should have the same or a similar pass signed by the clinic attendant.

All students who must take prescription medication during the school day should, upon entering the school premises, turn over such medicine, and required authorization form(s) to the clinic attendant or school secretary for storage until needed. Only students with approved authorization forms will be allowed to carry selected non-prescription medications with them during the school day. Special exceptions are made for inhalers and other prescription medications. Please speak to our clinic attendant if your student has any special needs or if you have questions.

CLUBS AND AFTER SCHOOL ENRICHMENT ACTIVITIES

A number of extracurricular clubs and/or enrichment activities are offered for students. Generally, these groups meet once or twice a month after school (4:10 - 5:10 p.m.) beginning in September and concluding in April or early May. A brochure describing these activities and service clubs is available in the school office in the fall. Fees may be charged for participation in order to cover the cost of materials and/or supplies.

In order to participate in any after-school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) are served.

Beta Club – National Jr. Beta Club membership is open to 6th, 7th and 8th grade students who:

1. Have a cumulative average of 92 or higher for all middle school subjects in grade six and beyond.
2. Display integrity by respecting self and others and by being honest.
3. Display leadership potential by acting in a responsible manner.
4. Have no report card conduct grade below 2 (satisfactory for middle school years)
5. Can document service to others during school year. (Dates, sponsors(s) and phone numbers must be included in order to allow for verification).
6. Are willing to participate in service oriented projects while a Beta Club Member.
7. Will attend one meeting before school each month.

Service hours per semester: 15 for 8th grade, 12 for 7th grade and 10 for 6th grade

Ten (10) summer service hours for both grades due by September 1st

National and local school dues first year \$25.00, second year's dues \$3.00. T-shirt, dues and operating costs are \$26.00 for new members. Students meeting Jr. Beta requirements will receive an application to join Beta Club. Potential members should fill out form, earn ten hours during summer, and turn in signed form by September 1 to room 116. Teachers will then make final recommendations on potential members in late August/early September. Notification of official membership will be given before the first meeting in mid-September.

COMMUNICATIONS BETWEEN SCHOOL & HOME

Every effort will be made to ensure good communication between the home and the school. This is done in a variety of ways. Every week *The TRMS Messenger*, consisting of the menu for the following week, a calendar of events, and important information notes is emailed home to parents on our mailing list. In addition, TRMS teachers maintain a blog that can be accessed on the school's website. Parents may subscribe to our mailing list via our website, and the Taylor Road Messenger is posted on the website each week. Obviously, technology can and will continue to aid our efforts. Please reach out to us via phone at 470-254-7090

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- ◆ whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- ◆ whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- ◆ the college major and any graduate certification or degree held by the teacher;
- ◆ whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 470-254-7090.

RECORDS REVIEW

A parent has the right to review all of his/her child's educational records. To do so, an appointment must be made with the grade level counselor or administrator.

COMPUTERS

Instructional Computer Labs:

The Instructional Computer Labs are available to all students along with their classroom teachers. Students will be allowed to use the selected software related to the content area that is being studied. Students must not bring any commercial software from home to use in the computer labs.

INTERNET AND E-MAIL

We believe the Internet and the Office suite of applications offer unique resources to the community. Our goal in providing this service to students is to promote educational excellence at Taylor Road Middle School -- facilitating communications, resource sharing and innovation. Fulton County Schools has researched key applications which will be preinstalled on each device. This includes standard applications like Office 365 (word, excel, power point), Adobe Reader, a photo editor, etc. Additional applications may be reviewed and added to facilitate learning.

The Office suite of applications and OneDrive access, along with student use of the Internet, is a privilege, not a right, and this privilege may be revoked at any time by administrative action. "Surfing" on the Internet is absolutely not allowed. Before they receive a device, students will participate in "digital citizenship" lessons to teach them about safe and responsible use of technology. Parents can support this at home by visiting our website for some great tools for families. We strongly recommend that families use these materials to talk to their students about online safety and responsible technology use.

Any mishandling or tampering with school computers and/or school-issued devices may result in a student losing these privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage requiring repair to hardware or software will result in financial charges being assessed to students. Students shall not alter or attempt to alter technology hardware and software. Students may communicate electronically with faculty and/or staff only about educational topics. All electronic student messages will be considered formal communication and must adhere to basic standards of polite business usage.

Of course, a parent may communicate directly with the school's staff members via e-mail by accessing the school's web page at www.trms.ga.net, clicking on Faculty, and choosing the name of the staff member with whom he/she wishes to communicate.

FIELD TRIPS

Grade level and/or team-sponsored day field trips are offered to most students at least once during the school year. Students suspended in or out of school (during the semester that the day trip is scheduled) may not participate. Any student who has demonstrated the inability to follow rules may also be prohibited from participating. This determination will be made by the administration. Students who are suspended in or out of school at any point during the school year and/or are failing a course for the year may not participate in overnight field trips.

PHYSICAL EDUCATION

While participating in the physical education program, all students are required to change into appropriate attire for physical activity.

Uniforms – (all students are required to dress out)

The PE uniform consists of forest green shorts and a gray T-shirt. “Taylor Road” T-shirts and shorts of good quality may be purchased through the school.

Athletic shoes and socks are also a required part of the PE uniform.

Any other T-shirts worn for PE must be plain. (Tank tops and advertising are not permitted.)

A warm-up suit may be worn over the uniform on cold days.

No other clothing may be worn as part of the gym uniform and undergarments may not be visible.

PE Grading Procedures

Grading will be based on student participation, knowledge of subject matter, and the demonstration of personal hygiene and safety behaviors.

A Physical Education / Health Information handout containing the expectations and procedures of the physical education program at Taylor Road will be sent home with students during the first week of school.

PE Lockers

Lockers and locks are provided by the PE department on a rental basis. Students are required to lock up all valuables in their own lockers. Students will be charged \$5 for each lost lock. Lock combinations will be given only to the persons assigned to the locker. Routine locker checks may be made by the PE staff or the school administration without prior notice.

Exemptions from Physical Education

A written note from the parent will be required if a student cannot participate fully with the class. Students will still be expected to dress out with their class.

A medical excuse will not exempt students from required physical education classes/time. Physical education teachers modify or adapt the class requirements based on recommendations of the physician so that students with medical difficulties or disabilities can succeed.

HEALTH

Wellness--This strand emphasizes a student’s physical, social, and emotional/mental wellness. The knowledge and skills necessary for balancing and maintaining a healthy lifestyle will be taught.

Substance Abuse--This strand emphasizes communication and decision-making skills as important tools for dealing with the pressures of adolescence. The harmful effects of various drugs are explained as well as the benefits of leading a drug-free lifestyle.

Human Sexuality--This strand emphasizes an understanding of the human reproductive system and the consequences of decision-making in regard to this subject matter. Participation in this strand of the health curriculum is optional. All other strands are required. A letter will be sent home with students at the beginning of the course and should be returned indicating whether or not the student has permission to participate.

The Fulton County Schools offer human sexuality education and AIDS education units in the required health courses taught in grades six, seven and eight. Our school system believes that all students should have access to factually accurate and appropriate information about these topics. Students who are armed with the facts are better able to make good, healthy decisions. We also believe that abstinence from sexual activity is best for school-aged children. All instruction in these units is prefaced by this belief. Every child will be required to take one (1) nine-week health education course in each grade.

All materials used in the course are available for parents’ review. Please contact the school office to make an appointment if you wish to review these materials.

LOCKERS

Lockers are provided for the safe-keeping of personal property. Locker rental fees are:

Regular Locker	\$ 10.00
Gym Locker	<u>5.00</u>
	\$15.00

Both fees are payable at registration. Make all checks payable to Taylor Road Middle School.

Lockers are the property of the school and may be checked by school administrators on a random basis throughout the year without prior notice. Students should not alter their locker in any way to prevent it from locking.

Media Center

The media center hours are from 7:50 a.m. to 4:05 p.m. The media center strives to offer almost unlimited access to both print and digital resources. The media center has a website with our online card catalog, eBook information, blog, research helpers, database information, citation help, and much more. It can be accessed through the TRMS website. For digital resources students are encouraged to use the research databases provided by Georgia and Fulton County to access authoritative accurate reference information at home and at school. This information is provided on the website and on handouts in the media center. For print resources see the circulation procedures for students below.

- Books and magazines checked out will be due in two weeks. A limit of three books may be out at one time.
- A fine of \$.05 per school day will be charged for each overdue book. Students who have overdue materials or outstanding fines must clear these before any additional materials may be checked out.
- Students may renew materials as long there is not a hold on the book.
- Overdue book and fine notices are printed at least once a month. Homeroom teachers are responsible for giving these to the students.
- A student is responsible for paying for any damage to a book. Lost books must be paid for if they cannot be located. Any paid book found during the same school year will have the money refunded less the overdue fine amount. Once the school year is over, the money cannot be refunded.

SPORTS PROGRAM - AFTER SCHOOL INTRAMURALS AND EXTRAMURALS

Intramural Program

The physical education department coordinates and supervises an after-school intramural sports program Monday through Thursday afternoons. A schedule will be posted each semester in the gym lobby and will be sent home with students.

A fee (not exceeding \$25) may be assessed for participation in these activities when team shirts are provided, officials are hired or trophies are awarded. Fees may be waived and/or provided from PTA funds for students with financial needs. Parents wishing this type of consideration must contact the principal or an assistant principal.

7th/8th Grade Extramural Program

A physical examination detailed on the appropriate athletic form must be completed and on file prior to any extramural participation. Proof of personal or school insurance coverage is also required.

Invitational tournaments with other Fulton County middle schools will be scheduled in tennis and track. Eighth grade students are eligible to participate in these tournaments.

TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours.

Students may not respond to calls or texts on their cell phones during school hours.

Students must have written permission from a classroom teacher stating a reason in order to use the office phones between 8:30 and 4:00.

The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning.

The school secretaries may not take messages for personal delivery to students. If it is absolutely essential that your child receive a message during the school day, a parent/guardian may ask that his/her child's name be placed on the electronic "Message Board." Students whose names appear on the "Message Board" can then check inside the office for direction or to use the office phone to call their parent. Calls of an emergency nature that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal.

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

Our primary concern is each child's safety. Parents' cooperation is appreciated in this effort.

TRANSPORTATION TO AND FROM SCHOOL

School Buses

Transportation is provided for all students living more than a mile and a half from school and/or students living in areas designated by the county transportation department as hazardous.

Students should understand that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and local school. Any student failing to do so may be denied the privilege of riding the bus.

Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. If other arrangements are necessary, parents must receive permission from the Transportation Department: North County (470-254-2970). Students are not allowed to ride buses other than their own unless it is for child care purposes. A parent should send a note to the office if his/her child needs to ride another bus on a particular day. A number where the parent may be reached by telephone for confirmation should be included.

School Bus Conduct

All students are expected to follow rules and procedures listed in *School Bus Safety Rides with You*, a brochure given to each student at registration. Failure to abide by these safety procedures will result in parent notification and discipline.

Private Cars

Students who are transported in cars should be dropped off in the designated area in front of the school. Automobiles must not drive through or park in the bus loading areas.

When picking a student up at dismissal time, drivers should use the driveway at the front of the building. Cars waiting for students should line up single file next to the curb. Cars arriving first should avoid parking in the special education bus pick-up area at the front of the school. After 4:00, when the special education bus leaves, cars should pull all the way down close to the Media Center to allow sufficient room for others. Students may only enter cars stopped beside the curb as double file pick-up of students is very dangerous. Prior to 4:15 p.m., no students will be allowed in the parking lot area.

Taylor Road employs a school resource officer (SRO), who has full police credentials. The SRO has the authority to issue traffic citations with fines payable to Fulton County municipal government. Your cooperation with this officer and the officer directing traffic at the high school, as well as the faculty and staff of Taylor Road, is expected in order to make dismissal as safe and efficient as possible.

Walkers

Students walking home in the afternoon must stay on the sidewalk and must not enter the parking lot area. Walkers will be assisted by Taylor Road staff in crossing the driveway at the crosswalk near the school. Walkers are to remain on the sidewalk adjacent to the driveway which leads from Taylor Road to the school. Students may not walk home between 9:00 and 4:00 without administrative approval, which will be given only in unusual circumstances.

Important: Students should not go to the Chattahoochee High School campus after dismissal without prior permission. There is very little or sometimes no adult supervision for these students while on the Chattahoochee campus. If a student has parental permission to go to Chattahoochee or elsewhere after school, then he/she must be picked up at Chattahoochee or elsewhere.

Bicycles

Bicycles may be ridden to and from school and must be left at the bicycle rack adjacent to the 200 Hall. For safety reasons, caution should be exercised, and bicycle riders should remain on sidewalks due to extreme traffic congestion at and around the school.

Skateboards, Roller Blades, and Scooters

Skateboards, roller blade skates, and scooters are not permitted on school property. They are too large for student lockers, and there is no other suitable place at school for their storage. Skateboard, roller blade, and scooter use on school property is considered too dangerous.

VISITORS TO THE BUILDING

Safety in school is our number one priority. Fulton County Schools recently installed new security hardware and software in the front office for all visitors entering our schools. We now have a "doorbell" and a "sign-in system". The first time that parents come into the building this school year, please bring your Georgia Driver's License or other government issued ID with you. The front office staff will help enroll you in the new Visitor's System. All parents and visitors must first check in at the main office before going to other parts of the building. A name tag will be printed and must be worn while in the building.

Young people who are not currently enrolled at Taylor Road Middle School are not permitted to visit during the school day.

Fulton County Schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.

Parent and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. County-wide science, social studies, and technology fairs provide opportunities for students to display their creative talents. Instructional programs are further showcased through musical and dramatic presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, School Governance Council, and individual teacher-parent conferences.

VISITORS TO THE CLASSROOM

Parents of currently enrolled students or prospective students may wish to set up individual classroom or school visitations. The following guidelines will be observed relevant to parent visitations:

The parent should:

1. Make the request to the principal at least twenty-four hours prior to the proposed visit.
2. Sign in at the office and be escorted to the classroom.
3. Stay no longer than one class period.
4. Refrain from engaging the attention of teacher or students through conversation or other means.
5. Return to the office at the end of the visit.

VOLUNTEER OPPORTUNITIES FOR PARENTS

There are a number of opportunities at Taylor Road which a parent may volunteer. The PTA coordinates the parent volunteer program. Taylor Road staff welcomes and appreciates volunteers.

WITHDRAWING A STUDENT

Parents who are planning to withdraw their child from Taylor Road Middle School during the school year must notify the school as soon as possible. This must be done at least one day prior to withdrawal. Parents are required to sign withdrawal forms and indicate the name and address of the next school. The student should report to the counseling office the morning of their final day to receive the withdrawal form which is to be signed by each of their teachers. At the end of the day, the student must return to the counseling office to give the withdrawal form to the counseling secretary and complete the withdrawal process.

STUDENT BEHAVIOR GUIDELINES

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting.

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated in Fulton County schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips, as well as while students are in route to and from school.

BEHAVIOR OF STUDENTS IN THE CLASSROOM

All teachers will initially handle classroom behavior problems with the student by means of discussion, parent conference (either by phone or in person) and teacher-assigned after-school detention. Other means deemed necessary or appropriate by the teacher may also be utilized.

If these means have not been successful, the student may be sent to the assistant principal. Should this action become necessary, a written notice may be sent to the parent.

In cases of severe classroom disruption, abusive language, or fighting, teachers may refer the student directly to the administrator in charge for immediate disciplinary action, to be determined by the administration.

BEHAVIOR OF STUDENTS IN THE CAFETERIA

Because teachers are given duty-free lunch, student behavior in the cafeteria is monitored by other staff members. A school administrator reviews student misbehavior and recommends punishment in order to promote a consistent and effective deterrent for those students who habitually misbehave in the cafeteria.

In cases of severe cafeteria disruption, such as fighting or throwing food or other objects, students may be brought or sent directly to the office, where the administrator in charge will determine what disciplinary action will be taken.

CAFETERIA RULES:

- Speak quietly - no loud noises or yelling.
- Stay seated unless purchasing food items or returning trays.
- Do not toss or throw anything.
- Leave the eating area clean.
- Respect adult requests.

DISCIPLINE OPTIONS

Detention

Detentions will be assigned to students whose behavior does not improve after initial parent contact by a teacher and/or administrator. Detentions are served either early morning or after school.

- Parents will be sent notification when detentions are assigned.
- Students who serve more than 5 teacher-assigned detentions in one school semester may be referred to the school administration.
- Should a student fail to appear for an assigned detention, he/she will be assigned two (2) detentions by an administrator. Repeated failure to appear for assigned detentions can result in suspension.

TIME OUT

A Time Out is a period of time where a student may be required to complete classroom work in a supervised place designated by an administrator.

SUSPENSION

In-School and Out-of-School Suspensions are formal disciplinary actions that can only be assigned by Taylor Road administrative staff and require written correspondence to parents, the local school principal and the Fulton County central office.

- Students suspended in school or out of school may be prohibited from participating in day long field trips for the remainder of the semester. Students suspended in or out of school at any point in the year may not participate in overnight field trips.
- Local school administrators can issue suspensions up to and including ten consecutive school days to be served by a student out of school.
- A meeting between a parent and an administrator may be required prior to any out-of-school suspended student's return to Taylor Road Middle School.
- All students suspended in school are required to leave the school campus no later than 4:10 p.m. **and must remain in the assigned supervised area until they either walk home, ride their assigned school bus or are picked up at the school office.** Students suspended out of school may not be on the property of any Fulton County school on the suspension date(s).
- With the first suspension, a student will be placed on the Fulton County Middle School Discipline Cycle. In school and/or out of school days of suspension may increase on successive occasions when it becomes necessary for the same student to be suspended from school.

DISCIPLINARY TRIBUNAL

The Fulton County Disciplinary Tribunal consists of a central office hearing officer who hears serious disciplinary issues mandated to their review by law or stated policy, including, but not limited to, weapons violations or situations when any staff member feels threatened by a student's behavior. A student may also be referred to the Fulton County Tribunal for repeated in and out of school suspensions in the same school year. Formal written notice is sent from the central office to the parent and the local school, designating the date and time of the disciplinary hearing. Students with scheduled tribunal hearings are suspended until the appointed hearing date and time. Punishment may include, but is not limited to, additional out of school suspension exceeding ten consecutive days, expulsion from the school system, reassignment to a different middle school, or an alternative school.

BEHAVIOR GUIDELINES FOR STUDENTS

In class: During periods of organized instruction, each student is expected to conduct himself or herself in an orderly fashion which will not distract from the learning process of classmates. Disruptive, disobedient, and disrespectful students will be disciplined.

At group assemblies: Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of and participating in the program.

In Technology Labs, Mobile Labs, and Classrooms: Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage requiring repair to hardware or software will result in financial charges being assessed.

On the Buses: Conduct on the bus is expected to be the same as that in the classroom. Safety depends on the skill of the drivers and nothing should be done to distract him or her. Students may be denied bus privileges when behavior is inappropriate.

In the Cafeteria: Students must remain in line to get their food at the time designated. Good table manners and respect for others in the cafeteria are expected. Neither food nor beverages may be taken from the cafeteria without adult permission.

In the Halls: Students should be courteous and quiet when moving to and from rooms as other classes may be in session at this time. Students are expected to walk only on the right-hand side of the hallway. Hitting, pushing, shoving and kicking of others in the hallways will not be tolerated as this is very dangerous, especially when conditions are crowded. Littering with papers or trash will not be permitted.

In the Media Center: The facilities of the Media Center are for the pleasure and the benefit of the students and faculty. Books, magazines, newspapers, and other media materials are available before, during, and after school hours. Courteous and quiet conduct is expected. Monetary fines will be imposed when materials are not returned on time. Students with lost books and/or unpaid fines will not be permitted to check out media materials.

During an Emergency: Fire, intruder, bomb, and tornado drills are held at intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push.

EMERGENCY PROCEDURES

DRILLS

Fire, intruder, bomb, and tornado drills are held on a regular basis during the school year. It is important that students remain silent and follow all instructions of school personnel during these drills.

EMERGENCY SCHOOL CLOSINGS

Once a decision has been made from the central office to close school due to inclement weather, local TV, and radio stations will broadcast this information. Please avoid calling the school. Each Fulton County school has detailed disaster plans and evacuation plans, which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media and/or school messenger.

Parents can receive emergency alerts on their cell phones – Just Text - Yes to 88544

EVACUATION FROM TAYLOR ROAD MIDDLE SCHOOL

If it is necessary to remove the students from the premises in the event of an emergency at Taylor Road Middle School, students will be evacuated to Chattahoochee High School. Students will be released to parents or guardians from that location.

In case of a tornado during school hours, students will be moved to safe areas within Taylor Road Middle School. Bus drivers are trained in procedures to be used during a tornado in case one occurs when they are in route. Tune to WSB radio (AM 750) and/or television for all emergency broadcasts, system-wide safety and civil preparedness programs.

INFORMATION RELATING TO EVACUATION OF THE FACILITY

Chattahoochee High School is our first evacuation location. It is close by and provides easy access for our students and staff. If access to Chattahoochee High School were not available to us and it were necessary to evacuate our campus during the school day, we would use *Webb Bridge Middle School.

*Webb Bridge MS may be reached from Taylor Road by turning left off Jones Bridge onto Abbotts Bridge. Turn right at the 1st light, which is Webb Bridge Way. Bear to the left when Webb Bridge Way turns into Webb Bridge Road. The school is on the left.

The school has a complete Emergency Plan, which is kept in the school office.

2017-2018 School Year

First Semester

July 31 – August 3	Preplanning
August 6	First Day of School
August 31*	Professional Development Day (students off)
September 3	Labor Day (schools closed)
October 5	Teacher Workday (students off)
October 8	Columbus Day Holiday (schools closed)
October 9*	Professional Development Day (students off)
November 19 - 23	Thanksgiving Holidays (schools closed)
December 20	Last Day of First Semester
December 21 – January 2	Winter Break (schools closed)

Second Semester

January 3	Teacher Workday (students off)
January 4	Professional Development Day (students off)
January 7	First Day of Second Semester
January 21	Martin Luther King Jr. Holiday (schools closed)
February 4*	Professional Development Day (students off)
February 15 **	Student/Teacher Holiday (schools closed)
February 18	President's Day Holiday (schools closed)
March 7*	Professional Development Day (students off)
March 8 **	Teacher Workday (students off)
March 11	Professional Development Day (students off)
April 1 - 5	Spring Break (schools closed)
May 23	Last Day of School
May 24	Post Planning
May 27	Memorial Day Holiday (schools closed)

*With board approval ** Inclement Weather Days (if needed)