



### **OUR AWTREY MISSION**

ONE TEAM, ONE GOAL: STUDENT SUCCESS.

### **OUR AWTREY VISION**

EMPOWERING EVERYONE TO BE THE BEST VERSION OF THEMSELVES

### **OUR LEAD EXPECTATIONS**

**LEARN. EMPOWER. ACHIEVE. DREAM.**

### **ADMINISTRATORS**

Jeff Crawford, Principal

Eric Gray, Assistant Principal (6<sup>th</sup> Grade and A-L 7<sup>th</sup> Grade Administrator)

Tonia Bailey, Assistant Principal (8<sup>th</sup> Grade and M-Z 7<sup>th</sup> Grade Administrator)

Justin Fitzgerald, Support and Services Administrator (SSA)

### **SCHOOL COUNSELORS**

Mary Wade (6<sup>th</sup> Grade and A-L 7<sup>th</sup> Grade Counselor)

Alex Daniel (8<sup>th</sup> Grade and M-Z 7<sup>th</sup> Grade Counselor)

## 2026-2027 STUDENT HANDBOOK

### AWTREY PARENT TEACHER STUDENT ASSOCIATION (PTSA)

*every child. one voice.*

#### **2026-2027 PTSA OFFICERS**

President: Tori Armstrong and Emily Powers

Vice Presidents: Karen Caudle and Ahnalee Ramirez

Treasurer: Rowena Drinkwine

Secretary: Courtney Agee

#### **PTSA PRIORITIES**

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

Thank you to our PTSA for serving our school community. We invite all families to join our PTSA and partner with us.

#### **PBIS PRIORITIES**

Awtrey Middle School is a PBIS (Positive Behavioral Interventions and Supports) school to create a positive framework to support establishing expectations and student learning within a positive school community. A priority is to support students with meeting high expectations and celebrating success. **PBIS Rewards is a digital application that students, parents, and staff access to monitor student success within earned Viking Points and minor infractions.** Support for this application can be found by contacting our school office.

#### **SOURCES OF STRENGTH**

Awtrey Middle School is a Sources of Strength (SOS) school. SOS supports our school community by providing an awareness, application, and celebrations of the different strengths to draw upon to realize student potential. These strengths include mentors, positive friends, family support, mental health, physical health, spirituality, generosity, and healthy activities. Realizing

student potential in this manner helps prevent adverse outcomes and develops a greater sense of wellbeing and resiliency. SOS creates a support system with student peer leaders and adult advisors which ensures a solid team effort to positively impact our school community.

#### **THE SCHOOL DAY**

##### **ABSENCES**

Students who have been absent should bring a written, parental explanation or doctor's note to be given to the front office within three days. When students are absent, they are required to check teachers' CTLS digital classrooms for assignments. Students will be given one day per excused absence to make up work for credit unless there are mitigating circumstances.

##### **ATTENDANCE**

One of the most important parent-student responsibilities at Awtrey is school attendance. It is extremely important that students be present each day unless they are ill. Attendance plans may be developed for any student absent more than five days of school. **Students must attend school with required items each day, including student agenda, laptop, laptop charger, school ID, and ID lanyard. Intervention plans may be developed for a pattern of not being prepared with required items.**

##### **BEGINNING/ENDING OF SCHOOL DAY**

The middle school day officially begins at 9:10 a.m. and ends at 4:15 p.m. **Students are expected to arrive no earlier than 8:15 a.m.** As adult supervision is not available before 8:15 a.m. (except for organized activities), students who demonstrate a pattern of arriving to school too early may require staff intervention. Students demonstrating a pattern of arriving after 9:10 a.m. may require an attendance plan. **Students leave promptly at 4:15 p.m. dismissal unless they are under the direct supervision of a staff member.**

## **EARLY ARRIVAL**

Students arriving at school between 8:15 a.m. and 8:50 a.m. are to report to the cafeteria for study hall. The students will be expected to work quietly. Students may not arrive to school before 8:15 a.m. unless they are participating in a staff-sponsored activity. The morning study hall privilege may be revoked for any student due to a lack of cooperation.

## **EARLY DISMISSAL**

The parent/guardian must come into the building to sign the student out for the early dismissal. If someone other than the parent/guardian will be checking the student out of school, this release must be recorded within ParentVUE for authorization. Persons checking out students from school will be asked for identification. Parents are asked to ensure early dismissal is before 3:45 p.m.

## **DISMISSAL PROCEDURES**

If a parent needs to make transportation changes for a student, those arrangements must be made prior to 3:30 p.m. to ensure adequate time for us to notify the student and/or teacher. Students are dismissed verbally over the intercom at the end of the school day. Walkers and car riders will be dismissed from the front doors of the school, and bus riders will be dismissed from the bus port doors.

## **TARDY OR LATE BUS**

If a student's bus is tardy/late to school, the student should first check in with the front office and then report to class. "Edulog Parent Portal" is an online resource to support families to monitor bus locations. Additional details can be found on our county website.

## **TARDY TO SCHOOL**

Arriving to school on time is important, and students are expected to be in homerooms by 9:10 a.m. While an excused tardy to school will be excused for approved reasons, an unexcused tardy can result in the loss of

privileges, including participating in grade level refresh socials. Three or more tardy to school offenses will warrant administrator/counselor involvement to support an intervention plan. The school social worker may also provide support as cumulative instructional time is missed.

## **TARDY TO CLASS**

Arriving to class on time is important. A tardy to class will be excused when a teacher issues a pass to verify the delay. An unexcused tardy to class can earn loss of privileges, including participating in grade level refresh socials. Three or more tardy to class offenses will warrant administrator/counselor involvement to support an intervention plan. The school social worker may also provide support as cumulative instructional time is missed.

## **GRADING POLICIES**

### **ACADEMIC GRADING SYSTEM**

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

A maximum of 10 days beyond the grading period will be provided to complete incomplete work.

## **HONOR ROLLS**

Honor roll status is earned by student leaders when academic and behavior success are achieved. Students must earn the grades noted below, satisfactory conduct grades in each class, and no discipline referrals for the current quarter. Honor roll status is refreshed each quarter grading period.

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

All "A" grades in all courses must be earned.

## **Awtrey Honor Roll**

All “A” grades and no more than three “B” grades in all courses must be earned.

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

## **LATE WORK**

Students are expected to complete and submit assigned work on time. Students failing to submit required graded work by the deadline without an approved, excused reason may receive an extended deadline to earn at most 80% of the possible credit. This extended deadline will include a teacher-approved time, including Viking Block, to complete assigned work within the current instructional unit. Late homework can receive feedback but not credit, and homework will count no more than 5% of a student’s grade. All late work will be coded within Synergy/ParentVUE to support communication needs, and the following set of number codes will be used to support this communication (grades for respective assignments):

- 0** = Not Submitted – and Present
- 1** = Not Submitted – and Absent
- 2** = Submitted – and No Credit Earned
- 3** = Submitted – and Incomplete Work

## **HOMEWORK**

Homework is an integral part of the learning process. The purpose of homework is to reinforce concepts and skills taught in the classroom. Homework is also a valuable aid in teaching organization, follow-through, wise use of time, and self-reliance. A digital classroom for each teacher is provided for students and parents to receive information regarding daily assignments and homework. Homework not submitted by the deadline will receive feedback only and not credit.

## **ACADEMIC DISHONESTY**

Students who cheat on a graded assignment/assessment which includes providing work to others and plagiarizing (using a writer’s ideas without giving due credit) will earn a major infraction and a lower conduct grade. The student will have an opportunity to complete a replacement task during the assigned in-school suspension (ISS). This violation will earn an “Unsatisfactory” conduct grade for the respective class, and ineligibility for the current quarter’s honor roll status. The exception will be homework assignments which will earn a minor infraction and receive no credit.

Awtrey utilizes the use of Artificial Intelligence (AI) with students. We want the students to learn to how to ethically use this technology resource. Using AI such as ChatGPT or Gemini without a teacher’s permission is considered plagiarism. If a teacher allows the use of AI, the student will need to submit the prompt(s), the AI output, and then the student’s original text that was written. Approved exceptions may be provided by a teacher.

## **RETENTION**

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

## **SUMMATIVE ASSESSMENTS**

Summative assessments, including unit tests, report levels of earned mastery. Students may receive an additional opportunity after the first administration to earn credit up to the minimum proficiency level of 74%.

## **BEHAVIOR MANAGEMENT PLAN**

### **CONDUCT GRADES**

A student’s conduct grade is determined by behavior. A student’s behavior should have no direct bearing on his/her academic grade. The following standards for

determining conduct grades are used school wide. Teacher teams incorporate these standards into their behavior management plans. Students must earn satisfactory conduct grades to earn honor roll status. All students are informed of this information at the beginning of the year. The following codes are the conduct grades earned on progress reports and report cards:

**S = Satisfactory**

**N = Needs Improvement**

**U = Unsatisfactory**

Students who earn at most two minor infractions and no discipline referrals within a class will earn a “Satisfactory” conduct grade. A “Needs Improvement” conduct grade will be earned when 3 or 4 minor infractions or a discipline referral is earned that does not earn suspension (ISS/OSS). An “Unsatisfactory” conduct grade will be earned when 5 or more minor infractions or a discipline referral is earned with a suspension consequence.

### **MINOR INFRACTIONS**

Minor classroom offenses, including **minor acts of disrespect** and **technology offenses**, will follow our adopted minor infractions plan. Minor infraction offenses are tracked within each class period to determine the quarter conduct grade, and parents monitor minor infractions within the PBIS Rewards app.

**Minor infractions earned in general areas will also be monitored with the following consequences being earned (begins anew each quarter):**

**1<sup>st</sup> and 2<sup>nd</sup> Offenses: Warning**

**3<sup>rd</sup> and Subsequent Offenses: Silent Lunch**

**The tracking of all minor infractions begins anew each quarter.**

### **CONDUCT GRADE LEVELS**

#### **Conduct Grade Satisfactory Level (S)**

Offense 1: Student Warning

Offense 2: Parent Notification

#### **Conduct Grade Needs Improvement Level (N)**

Offense 3: Student Earns Detention

Offense 4: Student Meets with Grade Level Administrator

#### **Conduct Grade Unsatisfactory Level (U)**

Offense 5: Student Earns Discipline Referral

Offense 6+: Student Meets with Principal

Quarter report cards will reflect earned conduct grades. Students will earn at best a “Needs Improvement” conduct grade if 3-4 minor infraction offenses are earned within one class period. An “Unsatisfactory” conduct grade will be earned if 5 or more offenses are earned within one class period.

### **MAJOR INFRACTIONS/ADMINISTRATIVE REFERRALS**

Administrative/Discipline referrals can be earned for a pattern of minor offenses or serious violations as detailed in our Student Code of Conduct. Students will earn at best a “Needs Improvement” conduct grade for any classroom offense that earns a discipline referral without a suspension consequence. An “Unsatisfactory” conduct grade will be earned for any classroom offense that earns ISS or OSS (In-School Suspension or Out-of-School Suspension).

### **DETENTION/SUSPENSION**

**School-wide Detention** is held 4:20-5:20 p.m. on assigned days unless other morning/afternoon detentions are coordinated and approved by staff. If a student earns a detention, parents are notified in advance. The student assigned to **In-School Suspension (ISS)** attends school

but is isolated from other students. Work is assigned to the student and credit is earned for all work completed while in ISS. Parents will be notified in advance if their student is assigned ISS. If a student is assigned **Out of School Suspension (OSS)** as a behavior consequence, classwork missed during this suspension will be accepted (follow Board policy).

## **STUDENT TECHNOLOGY DEVICES**

To foster the effective use of technology for educational purposes, specific electronic/technology items are appropriate for school through our county's student laptop initiative. **All students must bring to school daily their student-issued laptop.** Cell phones are permissible but must be turned off and remain in student lockers throughout the day. Students and parents/guardians must adhere to the Student Code of Conduct within the Board policies, particularly Internet Acceptable Use and Internet Safety. Please also refer to the Awtrey school web site for updated information.

**Students who violate our device policy will earn the consequence of a minor infraction. The device will be confiscated for parental pick-up, and a third offense within one class will earn a loss of this privilege for a specified time.** Offense tracking will begin anew each quarter marking period. A parent must authorize device status within ParentVUE for county devices. Students must comply with the following non-negotiables:

1. Students must bring their school-issued laptop to school each day.
2. Cell phones must be stored in students' bookbags as they exit and load the bus/car each day.
3. Students must secure cell phones in assigned lockers throughout the day unless staff permission is provided for use (6<sup>th</sup> grade retrieve after 5<sup>th</sup> period).
4. Other devices, including smart watches and AI glasses, must be stored in student lockers throughout the school day.
5. Students take full responsibility for devices. CCSD, Awtrey Middle School, and school staff

are not responsible for the security of student owned technology (except for device confiscation).

6. Devices may not be used for personal communication unless authorized by a staff member.
7. Students will comply with teacher requests to secure devices, shut down devices or close screens on devices.
8. Students must always use the CCSD Wi-Fi network to access the Internet, and NOT their personal data plans. No attempt will be made to bypass the network security filters at ANY time.
9. Students are responsible for operating their own devices and may not share with other students.
10. Students will NOT record audio, video, or take photographs of students or staff for any reason whatsoever without express consent from the teacher and parties to be recorded.
11. Cell phones, air buds, and other technology may be confiscated if possessed by student without staff permission.
12. School-issued laptop privileges may be revoked for misuse/abuse of assigned laptop.
13. Students/Families may be charged repair costs for school-issued laptops that are damaged by neglect or misuse.

## **FOOD/DRINK IN THE CLASSROOMS**

It is each teacher's discretion whether students may eat or drink in the classroom. Food and flavored drinks are not to be consumed outside the cafeteria without staff approval. Glass containers and bottles may not be used. No third-party vendors may deliver food to school for students.

## **COBB SHIELD**

Safety is everyone's responsibility. Cobb SHIELD and Safe Schools provide a contact number to report a threat to safety. Please text or call 470-689-0298 to report a threat. For emergencies, please continue to call 911.

## **DRESS CODE**

All students in the Cobb County School District are required to observe a standard of grooming and dress consistent with the level of formality of the school situation. They shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress that may cause a disruption of school functions. **Dress appropriateness shall be determined by school administration.**

Our primary goal is for all students to have the “7 Bs” covered (backs, bellies, boxers, bras, breasts, briefs, and butts) even when students bend over or are wearing a backpack (which often causes shorts and shirts to ride up). Leggings, jeggings, holes in jeans, shorts, and skirts are permissible as long as the 7 “B”s remain covered by fabric all the way around (even when they bend over).

### **General Dress Code**

- Appropriate undergarments must be worn and may not be visible. Clothing may not be see-through, or any other sheer material.
- Slippers and rollers in shoes are prohibited. Slides are not acceptable for PE.
- Clothing and accessories may not contain suggestive phrases, designs, profanity, “gang-wear”, or depict illegal activity or substances.
- Blankets should not be worn. No stuffed animals or other toys should be brought to school.
- Caps, hats, bandanas, and do-rags shall not be worn unless for an approved spirit day. More formal head dress is permissible with administrator approval.
- Headphones, air pods, and ear buds should not be seen and should be put away unless permission is received.

### **Pants/Slacks/Shorts/Skirts**

- Must be worn on the natural waistline and not sag to expose undergarments or gym shorts.
- Pajama pants, flannel pants, or similar pants are not permitted.
- Leggings/Spandex should be accompanied with a shirt that covers the buttocks.

### **Shirts/Tops/Blouses/Sweaters/Sweatshirts**

- Hoodies are permitted, but hoods should not be worn over the head.
- Shirt/Top straps must be at least 3 fingers wide.
- Halter tops, strapless garments, tank tops, or spaghetti straps must be worn with a jacket or sweater which covers both shoulders.
- One-shoulder or off the shoulder shirts are not permitted.
- Crop tops are not permitted.

### **Student Dress Code Self-Check**

Each day during homeroom, students will be reminded to conduct a dress code self-check. A dress code self-check allows the student to be sure his/her attire is aligned with the school’s dress code. This daily self-check also serves as a student’s warning.

### **Dress Code Violations**

A staff member will make a student aware of a dress code issue/violation. The student should correct the issue and not repeat it. A parent will be notified that a dress code issue/violation was identified and whether it was resolved or needs support.

Students will be given an opportunity to change into a school owned t-shirt for the day and return it so that it can be washed. If a student asks if something is appropriate at home, the best rule of thumb is not to wear it. The student will be given an opportunity to call parents if suitable replacement clothing is not available.

If a student is asked to adjust dress in order to meet dress code (i.e. remove hat/hoody or keep jacket on) and later, he or she returns to the former mode of dress that does not meet dress code, the student may be referred to administration for insubordination and a minor infraction may be earned.

Students may be asked to call parents to bring appropriate clothing if needed. The student may be assigned to ISS if appropriate clothing cannot be made available to the student or for repeated violations of the dress code.

### **Administrative consequences for dress code violations (new start each quarter):**

**Offense 1:** Warning

**Offense 2:** Administrative Detention (discipline referral)

**Offense 3:** In-School Suspension/ISS (discipline referral)

## **GENERAL INFORMATION**

### **BAG USE**

While student bookbags must be stored in their assigned lockers, students may carry a drawstring bag throughout the school day. This bag can include a drawstring-bag-size or smaller bag for classroom use, and final approval is determined by an administrator.

### **EMERGENCY ALARMS**

When students hear the fire or emergency alarms, they should stop what they are doing, be quiet, and follow teachers' directions. There should not be any talking during emergency drills. Every drill should be responded to as if it were a real emergency.

### **FIELD TRIPS**

Field trips are activities that are planned as an extension of regular classroom instruction. Students must have parent permission via ParentVUE to attend any field trip.

Donations will be solicited to cover the cost of the trip and enough funds must be received to take the field trip. **Field trips are offered to students regardless of their ability to pay. However, a trip may be cancelled if donations do not cover the expense of the trip.**

Various field trips are available during the year to offer unique educational experiences for students. Any student earning the privilege to attend a field trip must complete in advance the make-up work form. This form will document all required make-up work to be completed by the assigned deadlines from each teacher.

### **HALL PASSES**

Students must have a hall pass in the student agenda that is issued by a teacher any time they are out of class.

**Students are not allowed out of class without an approved pass.** A pass from a staff member must be used to excuse a tardiness to class. 8<sup>th</sup> grade students who choose to use a digital agenda will be issued a teacher-approved pass from class.

### **INTERNET ACCESS**

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

### **INTRAMURALS**

A comprehensive intramural program is a vital part of the total educational opportunity. Intramurals give all the students at Awtrey the opportunity to participate in various organized activities. Students are expected to demonstrate appropriate behavior and follow school rules. Students are responsible for their belongings and should wear appropriate shoes for the activities. Students should arrive between 8:00 a.m. and 8:15 a.m. in the gym. Intramurals end at 8:50 a.m.

## **LAPTOP SUPPORT**

Students are required to bring fully charged laptops to school each day. When laptop service is needed, students visit the CLC for support, and the laptops may be kept for technical support. The privilege to use a school-issued laptop can be revoked due to misuse/abuse and compensatory fees may be charged.

## **LEADERSHIP DOCUMENTS**

Students will be required to complete leadership documents, including goal setting and grade tracking, to support their achievement and celebrate their success. These documents will also be used to monitor progress. Students will earn positive recognition for their success in completing these requirements. Assigned sections not completed to meet expectations by the stated deadline will earn a loss of privilege until the requirements are met.

## **LOCKERS**

1. Student book bags, cell phones, and other approved technology devices are required to be stored in issued lockers.
2. Lockers are assigned by the homeroom teachers.
3. Only one combination will operate each lock. The combinations are changed so that students and teachers are the only ones who know the combinations. Students should not share locker combinations.
4. Any misuse of lockers is to be reported to the office. Locker privileges may be denied for a period of time if misused.
5. Students should always keep lockers neat and clean, so that they can find materials easily and arrive to class on time.
6. Locker visits will be designated by teams.
7. Lockers are school property. The school has the right to search them at any time with or without student permission or presence.

8. The school is not responsible for lost items.
9. Students should remove needed items at the end of each day, including needed materials and any food items.

## **LOST AND DAMAGED BOOKS**

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

## **LOST AND FOUND**

Each team maintains a location for lost and found items. Before school breaks and at the end of the school year, all remaining items are donated to a local charity.

## **OFFICE HOURS**

Office hours are 8:15 a.m. until 4:45 p.m. Phone messages may be left at the school number when the front office is closed.

## **PERFORMING ARTS**

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

## **PHYSICAL EDUCATION (PE)**

Appropriate PE clothing must meet the dress code standards outlined in the student handbook, should be appropriate for physical activity and must be different from the clothes worn to school. Appropriate clothing

includes t-shirts, athletic shorts (basketball length is recommended), sweatpants, athletic footwear/sneakers. Inappropriate clothing includes pants/shorts with belt loops and tank tops.

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

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

### **SCHOOL CLOSING**

Schools may be closed due to inclement weather. District communication will be used in addition to local radio and television stations to notify families about school plans.

### **SCHOOL PICTURES**

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

### **STUDENT AGENDAS**

6<sup>th</sup> and 7<sup>th</sup> grade students will be issued an agenda for required use. 8<sup>th</sup> graders may choose their own hard copy agenda or use a digital application. This 8<sup>th</sup> grade privilege may be revoked due to academic concerns. Agenda leadership documents will be stored in 8<sup>th</sup> grade homerooms.

### **STUDENT-LED CONFERENCES**

Students will participate in student-led conferences during our planned conference week. It is important that parents contact the school with any questions concerning a student's progress. Parent monitoring of student grades within the on-line grading program and assignments within digital classrooms assist with keeping parents informed about student progress. Traditional parent conferences may be requested throughout the school year by contacting the student's teacher/counselor.

### **TELEPHONE USE**

Students will be allowed to use the telephone in the front office or classrooms only in cases of emergency. The clinic will call home in the event of illness. Students must have a pass from a teacher to use the telephone. Students are prohibited from using cell phones and other personal electronic communication devices, during the school day, without approval. Minor infractions may be earned for a technology violation. Students must also receive parental notification through the front office and not through the students' personal devices.

### **VIKING POINTS**

Viking Points are awarded to students to celebrate positive choices. Viking Points are monitored within our PBIS Rewards app that students, parents and staff can access. Viking Points are redeemed for products and activities/events, including within our PTSA School Store, classrooms, and other designated locations.

### **WITHDRAWAL PROCEDURES**

When a student is being withdrawn from school, the enrolling parent is requested to contact the front office to share the last day the student will be in attendance, area to which the family is moving, and school the student will be attending, if known. The student will receive a withdrawal form to allow staff to record required information. The completed form is returned to the personnel clerk at the end of the day. A copy of the withdrawal form will be given to the student to take to his/her new school.

### **STUDENT SERVICES**

#### **COLLABORATIVE LEARNING CENTER**

The Collaborative Learning Center (CLC) has an extensive collection of materials selected to support the middle school students' curriculum and interests. It is staffed by a full-time media specialist and a paraprofessional, both of whom are available to assist with book selections, research and to meet our patrons' needs. Student computer workstations provide access to

Destiny, our online card catalog, and Cobb Digital Library which has various resources such as an electronic encyclopedia and several databases. The media specialist collaborates with teachers to create lessons and units for our students. In addition, class visits are scheduled as needed by the teachers. Individual students may visit any time during the school day with approval and a pass from a teacher. Students may visit before homeroom and during lunch to read or work on assignments. Students may check-out up to five books for a three-week period. Students are responsible for lost or damaged items. The CLC will be open from 8:50 in the morning until 4:15 in the afternoon.

## **COUNSELORS**

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

- Use data to determine the needs of students and the Awtrey community
- Help students evaluate their own interests and abilities, develop personal goals, and plan for the future
- Work with students' specific needs and concerns
- Collaborate with parents to ensure their students' success
- Collaborate with teachers regarding student progress and success
- Teach classroom lessons on topics such as study skills, organization, peer pressure, career development and registration for high school
- Lead small group sessions on topics such as newcomers, self-esteem, family changes, and communication and leadership
- Help students, parents, and teachers understand scores on standardized tests

- Plan transition activities from elementary to middle school and from middle to high school

Parents should contact their student's counselor if they have any questions or concerns about their student participating in any counseling activities. Parents should feel free to make an appointment with the counselor to support student needs.

## **HIGH SCHOOL CREDIT CLASSES**

Credit can be earned on selected courses offered at the middle school level for 8<sup>th</sup> grade students who qualify in these areas: advanced math, science, foreign language, and art. No additional quality points are given for these courses and the high school grade point average is not impacted. The purpose of offering high school courses in middle school is to provide students with the rigor and challenge expected of any student taking the same course in high school. Successful completion of high school courses in middle school also gives students an additional year in high school to take advanced level courses. It is strictly an option available to qualified students and parents who feel it will be of benefit to them. Please contact the student's counselor or teacher for answers to questions regarding high school credit.

## **STUDENT MEALS**

Students may purchase food from our Viking Café or bring their own meals from home. Students may not receive food items directly from outside vendors. All of the information regarding our breakfast and lunch programs is available on the Cobb County School District webpage under Food and Nutrition Services Department. This site includes breakfast and lunch menus, pricing, nutrition, allergens and the Free and Reduced-Price Meal application. Breakfast is available before homeroom and lunch is served during the school day. All purchases are made using an individual meal account which is accessed by a personal school ID number. To prefund the meal account, checks and cash are accepted at the school. Credit card payments may be

made via an app available for download (“My School Bucks”). This tool also allows families to see exactly what students are purchasing, what funds are remaining, and set up low fund reminder alerts. For financial assistance, families may apply for the Free and Reduced-Price Meal Program which, if awarded, applies to both breakfast and lunch. The on-line application is available in English and Spanish on the Food and Nutrition Services Department webpage. Only one application is needed per household; it will be effective for all children listed across various Cobb County schools. A new application must be submitted each school year and until processed, which may take up to 10 working days, families are responsible for purchasing school meals or may bring food from home. Our goal is to fuel students for success; a hungry student struggles with focusing on learning. Please contact our café manager with any questions or special requests. Our Viking Café is here to serve our school community.

and parents to connect with staff to ensure each student realizes potential.

## **SYSTEMS OF SUPPORT**

Cobb Systems of Support (MTSS/RTI) is a tiered system to support student learning. This collaborative effort requires problem identification and analysis, research-based instruction, intervention, and progress monitoring. Data is used on a regular basis to monitor student achievement and progress with adjustments to instruction and interventions as needed. Teacher teams lead this focus on student achievement, and we appreciate parent partnerships to serve our students. Our school coordinator can provide support for this team approach to learning.

## **TEACHING AND LEARNING**

Our programs and services are focused on student achievement. We are proud of our mission, vision, school-wide expectations, and leadership habits. We value serving our students’ needs, having our students take ownership of their learning, and partnering with our families to ensure student success. As we maintain our teaching and learning priorities, we welcome students

