

# SIMPSON MIDDLE SCHOOL EAGLES

2023-2024



2015 Model School  
“Georgia School of Excellence”  
2019 Silver Award for Highest Performing Student Achievement  
2022 – 2024 National PTSA School of Excellence

3340 Trickum Road  
Marietta, Georgia 30066

Office: 770-971-4711  
[www.cobbk12.org/simpson](http://www.cobbk12.org/simpson)

Dr. LaEla Mitchell, Principal  
Erika Beck, Student Support Administrator  
Amanda Childress, Assistant Principal  
Vickie Kogan, Assistant Principal

# Welcome To Simpson Middle School!

## Our Mission:

Simpson Eagles

Encouraging Achievement, Growth, Leadership, & Enduring Success

## Our Vision:

Educational Excellence for All

## 2023-2024 Theme:

TOGETHER WE SOAR

Simpson Students,

We are so excited that you will be joining us here at William B. Simpson Middle School for the 2023 – 2024 school year! This Student Handbook contains important information that will inform you about what it means to be a Simpson Eagle. Together, we Encourage Achievement, Growth, Leadership, and Enduring Success and the guidelines posted here will help us all reach that goal. So read through the contents carefully, ask questions as needed, and let's look forward to a great year.

With much excitement,

*LaEla Mitchell*

Dr. LaEla Mitchell

Principal

Simpson Middle School

# Simpson Daily School Procedures and Information

## School Hours

Study Hall / Intramurals / Tutoring / Club Hours: 8:15 – 8:50am

Front Office Hours: 8:30am – 4:45pm

School Begins: 9:10am

School Dismissal: 4:15pm

## Study Hall, Intramurals, and Tutoring

The school is open from 8:15am – 4:45pm. If students arrive at 8:15am they must go to Study Hall or Intramurals until the 8:50am bell rings. Students needing to meet with a teacher for tutoring prior to 8:50am can do so if the teacher has signed in and is available. Students are not to leave campus once they arrive onto campus unless signed out by an authorized adult whose name appears on the registration form. Students staying after school must be with a teacher.

## Tardy Policy

Students arriving after 9:10 must report to the Attendance desk to sign in and receive a late pass to class.

## Checking Out Early

If you need to leave school between 9:10 am and 3:45 pm, students must bring a note from their parent / guardian explaining the reason and stating the time you will be picked up. Students will give the note to the PPO/attendance personnel and will be issued an early dismissal pass. Parents/guardians must sign students out from the front office at the time of early check out. It is the student's responsibility to come to the office at the time designated on the note. All parents/guardians checking out students will be asked for identification.

## Nurse and Medication

Prescription medication must be transported in the original container by a parent, legal guardian or designated adult with written permission for administration. "Authorization to Give Medication" forms are available from the clinic. Medications must be properly labeled with the name of the student, name and strength of the medication, dosage, and time to be given, and the name of the licensed health care provider and pharmacy. The date on the bottle must be current within the past twelve months. Over-the-counter medications will not be supplied by the school (i.e. Tylenol, Advil, antibiotic ointments, calamine lotion, etc.). Over the counter medication may be transported by the student but "Authorization to Give Medication" forms must be filled out and signed by a parent or legal guardian. Refer to Board Policy JGCD for further directions.

## Visitors to Simpson

All visitors and volunteers must register in the office and receive a visitor badge. Students may not have student visitors. Conferences with teachers must be scheduled in advance, as not to disrupt instruction.

## Bus Passes

Students may not ride a different school bus. Exceptions may be made in the event of an emergency (ex. Parents out of town, staying with a guardian). If a student needs to get off at a different bus stop or ride a different bus due to an emergency, the parent MUST write a note including the student's information, the location they will be going and the contact information for the individual the student will be riding home with. This must be turned in before 9:30 am and approved by the Student Pupil Personnel Clerk.

### Calling Home

If it is necessary to make a phone call, a pass to the front office is required from a teacher. Calls on the office phone are limited to emergencies such as illness or injury. Using the phone to make arrangements for after school activities will not be permitted during the school day.

In an effort to enhance instruction, items and messages will not be delivered to students during instructional time. This includes Connections classes. Students are responsible for coming to the front office to collect items brought in for them.

### Inclement Weather and School Closing

Information concerning possible emergency school closings is posted on the Cobb County School District website [www.cobbk12.org](http://www.cobbk12.org) and local television and radio stations. You can also sign up for CCSD E-mail updates on the Cobb County website.

### Hall Passes

Students are required to have a signed and dated hall pass from a teacher to leave their assigned area.

### Lost and Found

Lost or stolen personal items, including electronics, are not the school's responsibility. Please be sure that all outerwear, PE clothes, electronic, phones, etc. are labeled with the student's name. At the end of each grading period, a lost and found reminder will be issued school wide. After this, all items are donated to a charitable institution.

### Homework

Homework provides extra skills practice and preparation for tests as well as strengthening responsibility and self-discipline. Students and parents must check class boards on CTLS for each class weekly for assignments and other class information.

### Grading Scale

90 – 100 A  
80 – 89 B  
74 – 79 C  
70 – 73 D  
Below 69 F

### Make-Up Work from Absences

A student returning to school after an illness must bring a written parental explanation to be given to the PPO/Attendance office. If ill for more than two days, make up work may be requested through the school office on the morning of the third day of illness. It is the student's responsibility to check CTLS for make-up work during your absence and upon your return to school. Assignments will be made available upon return and should be made up in a timely manner. Students must complete assignments within the number of days equal to the length of the absence. For example, a student will have two days after returning to school to make up work missed during a two-day absence. It is the student's responsibility to complete and turn in work missed due to an absence.

## Counseling Department

The mission of the Simpson Middle School counseling program is to assist students in overcoming barriers that impede learning. The goal of all Simpson Middle School professional school counselors is to implement a standards-based comprehensive school counseling program that:

- Addresses the needs of all students in the domains of academic, personal/social, and career development.
- Provides specialized interventions based on identified student needs.
- Assists students in acquiring appropriate attitudes, knowledge, and communication skills to promote healthy relationships.
- Enhances the ability of students to identify and utilize the appropriate resources needed for post-secondary success.
- Creates positive relationships with students fostering personal growth, service to others, and academic achievement.
- Advocates for all students encouraging them to develop to their fullest potential.
- Consults with other educators, parents, and community on behalf of all students.

Students may make an appointment with a counselor with a signed pass from a teacher.

## Community Circles

Simpson Middle School is incorporating community circles as a way to foster the building of positive relationships among our students, staff, and community and improved academics. Circles allow students to build relationships and understand the perspective of their peers while developing good character skills. Our goal is for our students to be successful at Simpson and to soar as eagles in the community and society, now and in the future.

## Learning Commons

Open each morning: 8:30-4:10

## Eagle Time Bell Schedule

	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Homeroom	8:50 – 9:15	8:50 – 9:15	8:50 – 9:15
<b>Eagle Time</b>	<b>9:18 – 9:48</b>	<b>9:18 – 9:48</b>	<b>9:18 – 9:48</b>
1 <sup>st</sup> period	9:51 – 10:38	9:51 – 10:38	9:51 – 10:38
2 <sup>nd</sup> period	10:41 – 11:28	10:41 – 11:28	10:41 – 11:28
3 <sup>rd</sup> period	11:31 – 12:55	11:31 – 12:18	11:31 – 12:55
	Lunch: 12:17 – 12:52		Lunch: 11:34 – 12:09
4 <sup>th</sup> period	12:58 – 1:45	12:21 – 1:45	12:58 – 1:45
		Lunch: 1:00 – 1:35	
5 <sup>th</sup> period	1:48 – 2:35	1:48 – 2:35	1:48 – 2:35
6 <sup>th</sup> period	2:38 – 3:25	2:38 – 3:25	2:38 – 3:25
7 <sup>th</sup> period	3:28 – 4:15	3:28 – 4:15	3:28 – 4:15
Dismissal	4:15	4:15	4:15

## Fresh Air Friday Bell Schedule

	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Homeroom	8:50 – 9:15	8:50 – 9:15	8:50 – 9:15
1 <sup>st</sup> period	9:18 – 10:05	9:18 – 10:05	9:18 – 10:05
2 <sup>nd</sup> period	10:08 – 10:55	10:08 – 10:55	10:08 – 10:55
3 <sup>rd</sup> period	<b>Fresh Air Friday</b> 10:58 – 11:28	10:58 – 11:45	10:58 – 12:22
	11:31 – 12:55		Lunch: 11:34-12:09
	Lunch: 12:17 – 12:52		<b>Fresh Air Friday</b> 12:25 – 12:55
4 <sup>th</sup> period	12:58 – 1:45	<b>Fresh Air Friday</b> 11:48 – 12:18	12:58 – 1:45
		12:21 – 1:45	
		Lunch: 1:00 – 1:35	
5 <sup>th</sup> period	1:48 – 2:35	1:48 – 2:35	1:48 – 2:35
6 <sup>th</sup> period	2:38 – 3:25	2:38 – 3:25	2:38 – 3:25
7 <sup>th</sup> period	3:28 – 4:15	3:28 – 4:15	3:28 – 4:15
Dismissal	4:15	4:15	4:15

# Helpful Academic Information for Parents

## ParentVUE and CTLS Parent

These two online programs are a means to further enhance the communication with parents regarding their child's educational progress and pursuit of excellence. ParentVue allows parents to log on and view their child's grades for every assignment in each subject via the internet. CTLS Parent allows parents to view assignments, upcoming events, and individual class information. Parents will be given an access key to establish their ParentVue account and can use the same credentials to access CTLS Parent.

## Conferences

We welcome the opportunity for parents to meet with teachers, counselors, and administrators by setting up an appointment with that person directly. All parents are afforded the opportunity to meet with one of their student's teachers during Conference Week in October.

## Simpson Advanced Learning Program

Middle and high school advanced content/ honors levels courses are available in core content areas. High school courses taught in the middle schools are also considered AC/ Honors level courses. Students who do not qualify for the Advanced Learning Program yet, demonstrate exceptional ability and motivation in a particular content area who meet the set requirements are also eligible for these classes.

## Cobb Systems of Support

CSOS is a tiered intervention process guided by school professionals. The intervention team meets regularly to review student performance and plan research-based strategies, collect data and monitor performance of students experiencing academic or behavioral difficulties. CSOS is a school-wide prevention intervention approach that is aimed at meeting the learning needs of all students. In Cobb County, there are four tiers of intervention.

## Retention/Promotion Policy

Simpson Middle School follows the [Cobb County School District policy](#) for retention and promotion of students.

## Release of Family and Student Information

Simpson Middle School is happy to provide academic records for any student/parent who applies to a private institution and submits the proper release form. The transcripts and standardized test scores of our students present an academic summary of each student. Final transcripts include a behavior mark to inform parents of student behavioral progress. We consider these documents the official record for that student/applicant.

We do not provide information or complete forms that ask for the parent(s) ability to pay, parent(s) level of education, or the level of parent participation and cooperation. In addition, we do not answer questions that rate or rank character questions regarding the student applicant.

## Withdrawing from School

If a student is withdrawing from the school, the PPO/Attendance office must be notified immediately by the enrolling parent or guardian. The student will receive a withdrawal form that must be completed by all teachers, the counselor, media specialist and administrator. All school owned materials must be returned, and all fines must be paid before the student may withdraw. Once the withdrawal form is complete the student be given the final copy, which can be presented to the new school for enrollment purposes.

# Technology Use

All student use of technology will be in a responsible, safe, ethical and legal manner. Any unauthorized use, failure to comply with Cobb County Board of Education policies or implementing regulations, or violation of federal, state, or local laws will be grounds to discontinue a user's use of technology and may result in other disciplinary and/or legal action. Please refer to Cobb County Board of Education Policy, IFBG-R, for more details.

## 1. Learning Everywhere Agreement (Electronic Devices)

Families may opt-in to the [Learning Everywhere Agreement](#) and a school laptop will be provided for students to access electronic instruction and materials. Students agree to use issued device for educational purposes, abide by all laws, district policies and rules, not to make unauthorized changes to the devices configurations, and to return it in the same condition it was issued.

If the device is stolen or damaged the student must report this immediately to school administration and enter a ticket in the Help Kiosk located in the media center.

## 2. Misuse of device or improper use of device

District issued devices and technology cannot be used for other than school related purposes on or off campus. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IFBG-R ([Technology Acceptable Use](#)).

Students using devices improperly or not for their intended use are in direct violation of JCDA-R Middle School Student Code of Conduct. Violations regarding District Issued Devices are considered a level 2 offense. Consequences for Level 2 offenses begin with a minimum of one day out of school suspension.

Simpson Middle School will not be held responsible for lost or damaged electronic items.

## 3. Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connections using 4G, 5G, and cellular data plans/cell network adapters are not permitted to be used to access outside internet sources at any time, doing so will be considered a "Misuse of device or improper use of device".

## 4. Security and Damages

Responsibility to keep the device secure rests with the individual owner. The school district and Simpson Middle School are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

## Student Cell Phones

Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time, class change time, Eagle Time, breakfast, or lunch. Students found in violation of this code of conduct will have their phones confiscated and parents will be required to pick up the phone from the front office.

## Lost or Damaged Books

Textbooks are supplied to students and then become the student's responsibility. If the book is lost or damaged, the student will be expected to pay for the book or the assessed damages. If a lost book is found, the student will be reimbursed. All school owned materials and debts must be cleared by the student before any new materials will be available to the student for check out.



# Simpson Behavior Expectations

It is the responsibility of parents, teachers, or students to report any incidence of threats, harassment, destruction of school property, drugs, alcohol, weapons, or bodily harm of a student. All reports will be made to a Simpson school official and will be treated confidentially.

Please refer to Simpson's Behavior Plan and the Cobb County Policy JCDA-R (Middle) for any behavior not listed below.

- Please refer to the following link to review Cobb County School District Board Policies:  
<https://www.cobbk12.org/page/6052/policies-administrative-rules>
- For specific policies related to students, including the CCSD Code of Conduct, please refer to this link:  
<https://www.cobbk12.org/page/307/family-info-guide>
- From the CCSD website, choose "Board" and "Policies and Rules."  
The Student Code of Conduct is located in Section J.

## Simpson Behavior Plan / Soaring Eagles

Simpson Middle School's behavior plan seeks to establish a supportive and encouraging environment that promotes positive student behavior and fosters a sense of community. To support this plan, students can earn points for exhibiting positive behaviors as outlined in the SOAR framework below. Students can then spend their points towards various classroom and school rewards.

- **SUCCESSFUL:** Be intentional in reaching your goals
- **OPTIMISTIC:** Demonstrate a growth mindset & flexibility in new ideas
- **AWARE:** Keep Safety First & Be conscious of your surroundings
- **RESPONSIBLE:** Be kind to everyone and everything, including yourself!

## Conduct Grades

Conduct grades for each quarter will reflect the behavior in each class:

- **S – Satisfactory:**  
Conduct that generally follows the rules and procedures of classes and does not disrupt the learning of others.
- **N – Needs Improvement:**  
Conduct that frequently disrupts the learning of others and does not generally conform to the classroom and school rules.
- **U – Unsatisfactory:**  
Conduct that consistently causes classroom disruption that interferes with the learning of other students, and which does not conform to classroom and school rules.

## Bus Conduct

Simpson Middle School follows the Cobb County Safe Rider Program to maintain proper conduct while on the school bus and at bus stop. In addition, students must comply with all JCDA-R (Middle School) Student Code of Conduct policies.

## Cheating/Plagiarism

Cheating/Plagiarism is the use of someone else's material or ideas as if one's own. Whenever a person copies someone else's work (i.e., test, homework, projects, or internet research) as one's own, it is considered plagiarism. Sharing test information with other students is also considered cheating. Consequences of cheating/plagiarism will result in a 0 on the assignment.

### In-School Suspension

The In-School Suspension (ISS) Program is part of Cobb County School District's Student Code of Conduct as a disciplinary consequence. During ISS Students are isolated from their peers and will receive alternative instruction from a certified staff member.

- Students are required to complete assignments from subject area teachers for grading and credit.
- Students will be isolated from regularly assigned classes and are not allowed to participate in school activities before, during, or after the school day.
- Absence from school, tardiness, or early dismissal does not excuse students from serving their entire ISS assignment.
- Students who miss a portion of the day must make-up that portion of ISS when they return to school.

### Out of School Suspension

The Cobb County School District is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, a student may be subject to Short-Term Suspension for the violation of school rules and/or the rules of the District. For students to receive credit for work completed during OSS, it must be completed and turned in to the teacher on the first day back to school. It is the responsibility of the student and parent to obtain any assignment from the teacher to be completed during OSS.

### Dress Code

In keeping with the Cobb County Dress Code Policy, JCDB-R, all Simpson students shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions. The minimum standard of dress is as follows:

#### Minimum Standard of Dress

All students shall maintain the following minimum standard of dress:

- Appropriate shoes shall be worn.
- Midriffs shall be covered.
- Appropriate under-garments shall be worn and may not be visible.
- Strapless garments should not be worn.
- Tank-tops shall be worn with a jacket.
- Shorts must be visible below the shirt hem. Skirts and shorts must fully cover the backside
- Caps, hats, bandanas, hoods covering the head are not to be worn in the school building during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
- Clothing or ornamentation that does any of the following is prohibited:
  - Displays or advertises substances illegal for minors.
  - Displays suggestive phrases, designs, markings, or profanities.
  - Advocates, promotes, or suggests illegal activity.