



J.J. DANIELL

JUNIOR JACKETS

DANIELL MIDDLE SCHOOL

2900 Scott Road
Marietta, GA 30066
678-594-8048 Phone
678-594-8050 Fax
www.cobbk12.org/daniell

Mission

Prepare all students for success.

Vision

*To be a school that develops successful
members of society.*

Note to Parents

The staff at J.J. Daniell Middle School believes that parents must take an active role in promoting the continuity of learning at home. With that in mind, we have developed a list of guidelines to assist parents and guardians in supporting the success of their child. Parents of J.J. Daniell students should:

- Promote consistent, on-time attendance to school.
- Monitor students' grades and attendance weekly through ParentVue
- Review students' PBIS Rewards Points and agendas regularly.
- Monitor CTLS pages. Please email or call if you have any questions.
- Ensure that students' clothing meets the Cobb County Schools dress code.
- Replenish basic school supplies such as paper and pencils as needed.
- Establish a daily homework/study routine at home.
- Return required paperwork in a timely manner.

Attendance

It is required by law that students attend school every day unless ill, a death in the immediate family, a religious observance, mandated by order of governmental agencies, attending specific court proceedings, or when a parent/guardian has been called to

military duty or parent/guardian is on leave from overseas deployment.

When a student returns after an absence, he/she must bring the homeroom teacher a note signed by a parent, a doctor, or dentist explaining the absence. Failure to send a note within three days after return will result in an unexcused absence. Should your student be absent on the day of an assigned test, he/she will be expected to make up the test on the day he/she returns to class. CTLS now offers a feature for sending attendance note replies. When you receive an attendance notice you can hit "Reply" and send a message directly to the attendance office with the reason for the absence.

A student must be present for one half of the school day excluding lunch, to be considered present. Upon a student reaching five or more unexcused absences, parents may receive communication from the school/school social worker as per Board policy. Please refer to Board Policy JE for additional information regarding attendance.

Attendance Referral Process

The primary goal of this attendance protocol is to address unexcused absences for students ages six to fifteen. Absences stemming from out of school suspensions shall not warrant a School Social Work referral unless deemed necessary by school administration.

- Three (3) unexcused absences: The attendance clerk communicate with parents regarding student attendance.

- Five (5) unexcused absences: J.J. Daniell Middle School will generate contact through one of the following: telephone call, letter, and/or email.
- Seven (7) unexcused absences: A School Social Work referral will be generated by principal or principal designee.

Behavior Violations

The Cobb County Student Behavior Code (JCDA) and zero tolerance policies can be found on the CCSD website. The disciplinary guidelines outlined in these policies dictate actions that will be taken by J.J. Daniell administrators in response to inappropriate behavior. At the beginning of every quarter, there is a grade level meeting held to discuss J.J. Daniell's Disciplinary Guidelines and Cobb County's Zero Tolerance Policies.

Bus Conduct

Safety rules and regulations must be followed by all students who ride the bus. J.J. Daniell Middle School supports the CCSD Safe Rider Program. Students are provided a copy of the Safe Rider Rules. It is the student's responsibility to follow these rules. We encourage our parents to instill the rules of conduct to bring about an atmosphere of respect and safety for one another. *When rules are broken, the privilege of riding the bus will be interrupted.*

The behavior of students on school buses is considered an extension of the classroom behavior. Maintaining proper conduct while on the bus is the joint responsibility of the student, parent, bus driver, and school officials. Students are expected to follow all the bus rules. The

bus rules are located in the J policies under bus transportation.

Riding Another Bus – In order to ride a bus other than his/her own, a student must bring a signed note from a parent requesting a bus change to the office before homeroom. The note must include the number of the bus the student wants to ride and a telephone number where a parent can be reached during the school day. School personnel will call for verification. Without verification, the child will not be able to ride home on the requested bus. During the last week of school, no student will be allowed to ride a bus other than his/her own.

Missed Bus – If a student misses the bus in the morning, his/her parents are responsible for bringing the student to school. Missing the bus is not an excused absence. If a student misses the bus after school, he/she may use the phone in the office to call a parent. Faculty supervision is not available before 8:15 AM or after 4:30 PM.

Buying and Selling

Students are not allowed to buy or sell items from each other at school. That includes, but is not limited to candy, gum, games, and fundraisers not supported by the school.

Cafeteria

Breakfast will be served daily from 8:50 AM to 9:10 AM.

Students should follow the DMS Expectations for appropriate behavior in the cafeteria and hallways walking to and from lunch.

Paying for Meals online is available. This allows parents the opportunity to view a student's account balance and

payment history. Parents may register on line at My School Bucks. Parents should visit the Food and Nutrition website located at www.cobbk12.org and select “Lunch Menus” for meal prices, nutrient analysis, staff contacts and more.

Changing a Schedule

Students at J.J. Daniell Middle School are scheduled in order to access a variety of instructional experiences prior to entering high schools. Student schedules are not changed once each grading period has begun.

High School Classes – Any request for a schedule change must take place within the first ten (10) days of the semester long or year-long course. If a request is made to drop a high school credit yearlong course after the first ten days, the student will earn a score of ten (10) on the report card and high school transcript.

Checking a Student Out of School

Parent/guardians must come to the front office to check out students from school. Students will be called out of class upon parent arrival. Students will not be called from class after 3:30 p.m.; however, the student can be switched to a car rider if it is prior to the afternoon announcements.

If your student needs to be checked out during the school day the authorized adult **MUST** be listed under the student's profile as a contact with the release to box checked. Parents can update this information in Parent Vue at any time. Parents should also indicate a phone number where they he can be reached during the day. The school may call parents to verify the validity of such

notes. Students should bring any such note to the office during homeroom.

- Students will be counted absent for each class missed.
- Parents or authorized adult musts come into the school office and sign students out of school. An ID must be presented prior to entering the building.

Child Abuse/Neglect

Georgia law mandates that all school system employees report any indication of child neglect or abuse to the proper authorities. It is not the responsibility of the school to determine the validity of the complaint but is the school's legal obligation to make the report to Protective Services and/or Crimes Against Children.

Clinic

The nurse may be reached using the direct telephone number 678-594-8051. Students who are ill or are in need of first aid should ask for a pass to the clinic. In the event of a medical emergency, 911 will be called. Review CCSD Policy JGCD and JGCD-R regarding bringing medication to school. The nurse should be contacted prior to sending medication to school with a student. Students may carry inhalers, Epipens, or insulin with a completed “Authorization for Student to Carry a Prescription Inhaler, Epipen or Insulin” form on file in the clinic.

Parents must inform the school of any health problems or limitations that might impact a child's school performance in academic classes or physical education. In case of serious challenges, medical documentation by the child's physician may be necessary.

Clubs and Activities

J.J. Daniell students have opportunities to participate in activities and/or clubs. Please visit the J.J. Daniell Middle School website for the most updated and current listing.

Communications & Publications

At J.J. Daniell Middle School the following methods are used to communicate with students, parents, and community members:

- Teachers have CTLS classrooms that communicate upcoming important dates and assignments. These resources supplement the agenda, keeping students and parents up-to-date on homework assignments and upcoming events.
- Friday CTLS messages from the principal inform parents of important upcoming activities and important dates.

Conferences

To arrange a conference with one teacher, a parent should e-mail that teacher directly. Contact information can be found on the J.J. Daniell website. In order to schedule a conference with two or more teachers, please contact our school counselors. School counselors may also be contacted for any advisement or academic needs.

Administrators, counselors, and teachers are available to meet with parents by appointment only. Drop in conferences are not available. Please email to arrange a time to meet.

Conduct

Positive student behavior at school is a necessity for the effective learning of all

students. The J.J. Daniell school wide behavior plan allows teachers to communicate with both students and parents how well behavior expectations are being met on an individual basis.

SWARM – At J.J. Daniell we utilize SWARM as the model for behavior expectations at school. Students at J.J. Daniell:

S – Show Positive Leadership
W – Work Hard

A – Accept Accountability

R – Respect Others

M – Make Good Choices

Students who demonstrate these behaviors are recognized in the following ways:

- J.J. Days – Periodically, students who have met behavior expectations will receive outdoor leisure and recreation time with their peers.
- SWARM Points – Teachers may reward students with points on the PBIS Rewards App that can be redeemed by students for a variety of items and opportunities.

Students not meeting the J.J. Daniell behavior expectations can be addressed in the following ways:

- **Parent Contact** – Teachers at J.J. Daniell communicate with parents so that both teachers and parents can work together to help students demonstrate expected behavior.
- **Parent / Teacher / Student Conference** – Meetings are conducted to make plans so that students demonstrate expected behaviors.

- **In-School Suspension** – Assigned by school administration, in-school suspension isolates students from their peers for the day. Students receive work and academic assistance from their teachers. Students will also work with the ISS teacher on behavior modification activities to reinforce behavior expectations. Students who assigned ISS are not eligible that day to participate in field trips and/or any before or after school activities, including Intramurals.

- **Out-of-School Suspension** – Assigned by school administration, out-of-school suspension removes students from CCSD property for a specified time. Class work missed during the short-term and long-term suspension will be accepted under the suspension policy with certain guidelines. Students suspended from school are not eligible to participate in field trips, extracurricular and/or afterschool activities on any CCSD property for the length of the suspension.

Conduct Grades

The conduct grade in each class is determined by student behavior. The behavior management plan for each grade at J.J. Daniell incorporates the following standards for determining conduct grades:

- Satisfactory (S) – Conduct that follows classroom and school expectations and does not

interfere with the learning of others.

- Needs Improvement (N) – Conduct that does not follow classroom and school expectations which frequently disrupts the learning of others. Any student receiving one referral in a semester.
- Unsatisfactory (U) – Conduct that does not follow classroom and school expectations which consistently disrupts the learning of others. Any student receiving two or more referrals in a semester.

Dress Code

- All students shall maintain the following minimum standard of dress:
 1. Appropriate shoes shall be worn.
 2. Midriffs shall be covered.
 3. Appropriate under-garments shall be worn and may not be visible.
 4. Strapless garments shall be worn with a jacket.
 5. Tank-tops shall be worn with a jacket.
 6. Appropriate shorts, as determined by the school administration, may be worn.
 7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.

Administrators shall evaluate requests to wear coverings in accordance with sincerely held

religious belief on a case-by-case basis.

- 8. Clothing or ornamentation that does any of the following is prohibited:
- a. Displays or advertises substances illegal for minors.
- b. Displays suggestive phrases, designs, markings, or profanities.
- c. Advocates, promotes, or suggests illegal activity.

The preceding dress code list **is not inclusive**. The principal or his/her designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the apparel and whether it is in violation of the dress code.

Electronic Devices The use of iPads, smart phones, computer/video games, and any other similar devices not of instructional value is prohibited during school hours. Such devices should not be brought to school due to the possibility of them becoming lost, broken, or stolen. **State law allows students to have cell phones at school as long as they are kept out of sight and turned off during school hours and on the buses. The school is not responsible for the loss of electronic devices brought to school.** If your student's device is stolen, please contact the Campus Resource Officer with the serial number to create a police report.

Students are assigned a Cobb County laptop that they will keep until they graduate or leave the county. Laptops should be charged at home every night and brought to school each day.

Students should carry laptops in the case provided for protection. Encourage care

of the laptop so it remains in good condition. The Cobb County discipline code will be followed for any student who attempts to circumvent firewalls or uses the laptop in an inappropriate manner. Students should not play games on their laptops during the school day.

Emergency Drills

J.J. Daniell practices emergency drills throughout the school year. During drills, students will be expected to remain silent and follow procedures explained by teachers. Evacuation routes are displayed in each room.

Field Trips

Field trips are considered an extension of the school day, and all school rules are in effect. Only students currently enrolled at J.J. Daniell may participate in field trips. Field trip expenses are shared by those students who participate. Students without complete paperwork documenting parent permission, which is done through Parentvue, to participate will not attend field trips. Participation in any field trip is considered a privilege: students assigned In-School Suspension (ISS) or are suspended from school may not participate in field trips during the length of the suspension. Participation in field trips may be denied to individual students for misconduct.

Grading System

Cobb County School District has a unified grading system as follows:

A-90-100

Superior achievement

B – 80-89

Above average achievement

C – 74-79
Average achievement
D – 70-73
Minimal achievement
F – Below 70
Failure

Hall Passes

Outside of class changes, all students must have a pass to travel the building at all times. Hall passes will not be permitted during the first and last ten minutes of class in order to start and end the class on time. Passes will also not be permitted after 4pm.

Homework

Middle school students have homework. Parents at J.J. Daniell should expect each student to have at least some homework each day. Check your child's agenda to ensure they are writing down homework assignments and upcoming due dates.

Honor Roll

Students who demonstrate hard work and high achievement will be invited to a Honor Roll celebration at the end of each grading period.

- ***Principal's Honor Roll*** – All A's in all classes.
- ***J.J. Daniell Honor Roll*** – A's and/or B's in all classes.

Hospital/Homebound Instruction

Students with an extended illness or injury that will involve an absence of more than 10 days can request the service of a hospital/homebound teacher. This process is conducted between the physician, parent, and

counselors. Contact the school counselors for more information.

Immunization

Every student enrolled in a Georgia school is required to have current immunization certificate (Georgia Department of Human Resources Form 3231) and dental screening certificate (DHR Form 3300) on file. Effective July 1, 2014, all children born on or after January 1, 2002 who are entering 7th grade, and new entrants to Georgia schools in grades 8- 12 will be required to have Tdap (Tetanus, Diphtheria and Pertussis) and meningococcal conjugate vaccines before entering. Please visit the CCSD website for additional immunization requirements.

Learning Commons

Our Learning Commons allows students to utilize the facility for research, computer use, and/or projects. Individuals, small groups, or whole classes are welcome in the Learning Commons. The media specialist can assist student in locating materials and technology-based resources.

Books may be checked out for two weeks. Materials can be rechecked as needed. J.J. Daniell Middle School does not charge overdue fines but expects students to return materials when they are due. Student with overdue books will have their checkout privileges suspended until materials are returned and/or lost materials are paid for. The Learning Commons opens at 8:50 a.m., Monday – Friday for those students who need it before the school day begins.

Lockers

Each locker has a combination lock. Students may not attach an extra lock. Students must memorize locker combinations right away. Students should not share locker combinations with anyone.

The use of a locker is a privilege. As such, lockers are subject to inspection by the school administration. An inspection or search may occur at any time without prior notification to student or parent.

Lost and Found

The lost and found is located near the front office. Please be sure that jackets, sweaters, notebooks, book bags, PE clothes, etc. are clearly labeled with the student's full name. **At the end of each grading period, unclaimed items left in the lost and found are donated to charity.**

Make Up Work

Absent students should refer to CTLS for daily assignments.

Upon a student's return to school, it is his/her responsibility to check with each teacher for handouts, detailed explanations, etc. that cannot be addressed on CTLS or via make up assignments.

Performing Arts Cobb County's Performing Arts Program provides the opportunity for students to be exposed to various aspects of music, dance, and performance. Each student receives additional information at the beginning of the year and prior to each performing arts event.

Personal Deliveries

Flower arrangements, balloons, etc. will not be delivered to students at school during instructional time. Commercially prepared or fast food will not be delivered to students for lunch as such deliveries are an interruption to instructional time.

PTSA

All parents and students should join our very active PTSA. There are a variety of ways you can get involved! Many activities and programs at J.J. Daniell Middle School could not exist without PTSA volunteers. Members of this organization stay informed about school events, are offered a variety of programs designed for parents as well as students and are provided parental support through the sharing of ideas, concerns and experiences with other parents and educators in the community. Plan to join and volunteer for this valuable organization as soon as possible. Visit <https://www.cobbk12.org/daniell/page/13656/ptsa> to find out how you can get involved!

Report Cards and Progress Reports

Report cards are made available through Parentvue at the end of each grading period. During each grading period, a mid-term progress report will be generated for each student through Parentvue. For report card and progress report distribution dates, please check the J.J. Daniell Middle School website at www.cobbk12.org/daniell or call the school 678-594-8048.

Retention

In order to earn promotion to the next grade level, the student must meet all of the following criteria:

- (1) Pass math, English/language arts and one additional core subject for the year or demonstrate minimum proficiency on the appropriate state-adopted assessment in math, English/language arts and one additional core subject.
- (2) Earn a combined overall passing average for all scheduled courses for the year; and
- (3) Demonstrate an appropriate level of reading comprehension as measured by Lexile score.

The faculty at J.J. Daniell makes decisions regarding retention on an individual basis. A panel of teachers, counselors and administrators carefully considers each student's retention. However, the principal makes the final decision regarding a student's retention. For additional information see Cobb County Policy IHE Promotion and Retention.

School Closing

In the event of inclement weather or possible emergency school closings, check the CCSD website at www.cobbk12.org, watch an Atlanta TV station, or listen to a local radio station.

School Counselors

The counselors at J.J. Daniell work with students, parents, and teachers to help each student have a successful and enjoyable middle school experience. The counseling team is comprised of two counselors. A student should feel free to

make an appointment with the counselor any time he/she might need to talk. Parents may speak to a counselor or make an appointment by calling 678-594-8048.

School Day

Arrivals – Students should not arrive on campus until 8:15 AM. Doors to the building are not opened to students until 8:15 AM. **There is no adult supervision before 8:15.** Students must remain in the designated area until the 8:50 bell rings to dismiss them. At that time, they are to proceed immediately to homeroom. *After a student arrives on the J.J. Daniell campus, he/she may not leave until the school day ends or a parent signs him/her out of school.*

Expectations for Early Arrivals:

- Students report directly to the cafeteria
- Follow directions of supervising staff members
- Bring something to do silently until your appointed time – read, homework
- Stay in the cafeteria until dismissed

Intramurals – Students who arrive before 8:15 AM are allowed to participate in intramural activities in the gym. Those students who choose to participate in intramurals will wait outside the side entrance to the gym until the intramural coach arrives to escort them into the gym. Students will remain in intramurals until the 8:50 AM bell rings to dismiss them. At that time, they are to proceed immediately to homeroom.

School Hours

The school day begins at 9:15 AM and ends at 4:15 PM. The school office is open from 8:30 AM until 4:45 PM. However, morning study hall begins at 8:15 AM. Before and after-school care is not available for middle school students. All students on campus before and after regular school hours must have an appointment, meeting, or club to attend.

Parents should carefully monitor student activities after the school day ends. The safest way for students to get to and from school is on the bus. For their own safety, students should not plan to walk to a shopping center, restaurant, etc. following the school day.

School Security / Safety

Student safety and supervision is our #1 concern at J.J. Daniell Middle School. Help provide a safe school environment by calling 678-594-8048 to share safety concerns.

Students at J.J. Daniell are expected to report any and all safety concerns to a trusted adult in the building immediately. Student may also report weapons concerns by calling: 1-800-SAY-STOP or 770-499-3911; students can just tell what they know, not who they are.

School Social Worker

Our school social worker works with students, parents, and community agencies to encourage regular and successful school attendance as well as provide support to families through a variety of programs. The school social worker can be contacted at Amanda.Suarez@cobbk12.org.

Standardized Testing

J.J. Daniell Students participate in the Georgia Statewide and Cobb County Testing Programs. It is important for students to be present at school every day during testing. Please avoid scheduling appointments or vacations during testing. The CCSD testing calendar is available for review on the Cobb County School District website; www.cobbk12.org.

Student Deliveries / Messages

Out of respect for classroom instruction time, students are not called out of class for deliveries (including projects and homework) or messages. Students expecting something to be dropped off should come to the front office with a pass between classes for messages/deliveries. As a reminder, flowers, balloons, birthday food, etc. may not be delivered to students as it is a disruption to the instructional environment. Commercially prepared or fast food should not be brought to students during lunch.

Tardy to School

The school day starts at 9:15 AM. Parent(s) must sign students in at the front office if arriving at 9:15 AM or later. This does not include any late buses.

Tardy to Class

Students are allowed 3 minutes to move between each academic class and 5 minutes to transition to connections. All students should be in their respective classrooms before the tardy bell unless they have a pass from a teacher or staff.

Repeated tardy offenses will result in administrative consequences.

Telephone Calls

Students are allowed to use the office telephone if they need to contact home (with a pass from a teacher). **Students are not allowed to use cell phones for calls or texting during school hours.** Students must receive a pass from a staff member to visit the front office for the purpose of making a phone call.

Textbooks

Online Textbooks – Students may access some of their textbooks online. See the J.J. Daniell website at www.cobbk12.org/daniell for links which are located on the subject area teachers' CTLS Page.

Transportation

Parents with questions about bus routes, pickup times, etc., should call Cobb County Transportation office at 678594-8000. The office must be notified by 3:45, to implement a change in a student's regular, daily transportation.

Visitors

Parents and visitors must present ID at the door and sign in at the front office.

Visitors will receive a visitor's badge, which must be worn at all times. Parents or visitors with appointments to see a teacher, counselor, administrator, etc. should ask the secretary to notify that faculty member. No parents or visitors are allowed in classrooms or instructional areas during instructional time without prior approval and administrative supervision.

Website

Please visit the J.J. Daniell website at www.cobbk12.org/daniell. The website contains a myriad information about J.J. Daniell Middle School. The mission, vision, and belief statements, as well as faculty email addresses, and the school calendar are found on the J.J. Daniell website.

Withdrawal from School

The process of withdrawing from school takes several hours. Contact the attendance clerk for details on the withdrawal process. Students must return all textbooks, media center books, and student issued laptop with case and charging cord before a withdrawal can be completed. Students must pay for any lost or damaged books and materials before the withdrawal process can be completed.

Additional Student Technology Information:

- District Website: www.cobbk12.org
- J.J. Daniell website: www.cobbk12.org/daniell
- Contact the DMS Media Specialist for technology assistance or access.

Resource	Website	Login	Password
DMS Computer & Network Login		Student Number	Student Number
ParentVue/ StudentVue	www.studentvue.cobbk12.org	Student Number	Student Number
Clever (single sign on service for Progress Learning and other sites)	https://clever.com/in/cobb	Office 365 Log In	O365 Password
Office 365 login	www.cobbk12.org Select Log In Select Office 365	First.last@students.cobbk12.org	Student Number

