



E. T. Booth Middle School

6550 Putnam Ford Dr.

Woodstock, Georgia 30189

Phone 770-721-5500

Fax 770-928-2908

School Hours: 9:00 a.m. – 4:00 p.m.

Office Hours: 8:15 a.m. – 4:45 p.m.

Administration

Michael Manzella, Principal

Gordon Swordsma, 6th Grade Assistant Principal

Scott Townsend, 7th Grade Assistant Principal

Leigh Rogers, 8th Grade Assistant Principal

Kathie Monti, Student Support Assistant Principal

Guidance

Nancy Kelly, 6th Grade Counselor

Rachel McEwen, 7th Grade Counselor

Jennifer Heflin, 8th Grade Counselor

Donna Ratliff, 8th Grade Counselor

This agenda belongs to

Name_____ Student ID_____

Advisement Teacher_____ Team_____

Student Handbook and Information

2018-2019

Distinctions of a Middle School/Student Daily Schedule -----	pg 3
School Hours/Arrival Dismissal -----	pg 3
Attendance/Visitors -----	pg 4
Transportation Changes/Bus Information/School Closings-----	pg 5
Front Office Procedures and Clinic/Health Services -----	pg 6
Communication -----	pg 6
Cafeteria Information -----	pg 7
Personal Property-----	pg 7
Bookbags/Textbooks/Lockers -----	pg 8
Academics -----	pg 8
Counseling-----	pg 9
Media Center-----	pg 9
Extra-Curricular Activities -----	pg 9
Student Dress Code -----	pg 10
Discipline Practices -----	pg 11

School Mission Statement

"We are dedicated to building a tradition of academic excellence in a safe, student-centered learning environment that emphasizes respect and responsibility, with attention to the needs of all learners."

School Motto

"With respect and responsibility comes freedom."

A MESSAGE FROM THE PRINCIPAL

Welcome to the 2018-19 school year at E.T. Booth Middle School! Our goal is to help students achieve at their highest potential. Organizational skills are important for students to have a successful school year, and a school agenda is one strategy to assist students in developing those skills.

Agendas offer a way to develop time management skills and create a daily preparedness for students. In addition, they provide a way for parents to monitor student progress beyond Canvas and give parents and teachers an additional means of communication. While agendas are not required, we hope you will encourage your student to use an agenda and that you will check it as often as possible. Agendas are provided for 6th grade students at the beginning of the year and may be purchased by any student for \$15.

We believe that a close parent/teacher relationship is the key to students reaching their highest potential and having an enjoyable and rewarding experience. We look forward to working with you this school year and making it a successful time for every student. It is my honor to be able to work with the fine students, staff, parents, and community of E. T. Booth Middle School.

Mike Manzella
Principal, E. T. Booth Middle School

DISTINCTIONS OF A MIDDLE SCHOOL

- A unique program adapted to the needs of the pre- and early adolescence.
- The widest possible range of intellectual, social, and physical development.
- Opportunities for exploration and development of fundamental skills needed while making allowances for individual learning patterns and maintaining an atmosphere of basic respect for individual differences.
- A climate that enables students to develop abilities, find facts, weigh evidence, draw conclusions, determine values, and keep their minds open to new information.
- Staff members who recognize and understand the students' needs, interests, backgrounds, motivations, and goals, as well as their stresses, strains, frustrations, and fears.
- A smooth educational transition between elementary school and high school while allowing for the physical and emotional changes taking place during adolescence.
- An environment where the student, not the program, is most important and where the opportunity to succeed is ensured for all students.

STUDENT DAILY SCHEDULE

Each student at E. T. Booth Middle School is a part of a team of students and teachers. Each team consists of heterogeneously grouped students and five academic teachers. These teachers have rooms located in the same area, and students stay in that area to receive instruction in reading, language arts, math, science and social studies.

At some point in the day, all students travel as a grade level to "Connections" classes. These classes consist of Art, Band, Business and Computer Science, Career Explorations, Chorus, Drama, Family and Consumer Science, Health, Math Success, Physical Education, Science Research, Study Skills, and Technology Explorations. Students typically have yearlong PE and then rotate Connections classes every nine weeks allowing them to experience multiple courses by the end of the year. Exceptions to this rotation include band, chorus, and peer facilitation which require a yearlong commitment. Additionally, Science Research is a semester-long commitment.

SCHOOL HOURS

The school day is from 9:00 a.m. until 4:00 p.m. Students arriving to class after 9:00 a.m. are considered tardy. School office hours are 8:15 a.m. – 4:45 p.m. **Students may not arrive at E. T. Booth Middle School prior to 8:15 a.m.**

The school opens for students at 8:15 a.m. **Students must have a pass from an E. T. Booth staff member to enter the building before 8:15 a.m. for clubs, rehearsals, and extra help/tutor sessions.** To remain after school at the end of the day, students must be participating in a school sponsored activity under the supervision of a teacher.

ARRIVAL/DISMISSAL

Students may not arrive at E. T. Booth Middle School prior to 8:15 a.m. Students may enter the building after school personnel arrive on duty at 8:15 a.m. and must immediately report to the cafeteria/gym. Students report to their 1st period class beginning at 8:40 a.m. Students are considered tardy after 9:00 a.m.

Bus Riders

Bus riders are dismissed shortly after 4:00 p.m. Buses leave the campus at approximately 4:15 p.m.

Car Riders

In order to ensure an orderly and safe dismissal of students, car riders will be released from their classes to car lanes before bus riders have been released. Car riders should not transition to the front of the building until dismissed from their classrooms.

Students are not allowed to walk to or from school.

Students staying for clubs, practices, sports, etc. will stay in their classrooms and be released with bus dismissal. Students must be picked up promptly following school dismissal or after-school activities. Students not picked up promptly following after-school activities may not be allowed to stay for future activities.

ATTENDANCE

E. T. Booth recognizes that there is a direct relationship between school attendance and academic performance. We need the support of parents, students, and teachers to promote good attendance and a positive impact on the learning process. Students are expected to attend school regularly and to be punctual each day. Any student absent (excused or unexcused) for a total of 10 or more days is noted as in need of improvement of their attendance. Absences, tardies, and early checkouts are regulated by state law and State Board of Education policies. Please refer to the Student Parent Handbook and Discipline Code or the Cherokee School District website for detailed information regarding absences and excuses.

Absences from school are monitored and excused **ONLY** for the following reasons:

- Personal illness
- Death or serious illness in the immediate family
- Recognized religious holidays observed by your faith
- Absences mandated by government agencies
- Instances in which attendance would be hazardous
- Absences related to a parent's/guardian's Armed Forces/National Guard-related call to duty or leave from an overseas deployment to a combat zone or combat support posting

All absences require a written excuse signed by the parent or guardian on the day the student returns to school. Excuses must be given to the advisement teacher. After seven absences (excused or unexcused), a doctor's excuse is required for any additional absences. Academic Recovery, through the After School Detention Program, may be assigned for excessive absences to school.

Tardies are accumulated when a student arrives in his/her class after 9:00 a.m. Tardies to school are monitored through the attendance office and require a pass to class. **Tardies are excused ONLY when a written note is received and it meets one of the excused absence criteria noted above.** Academic Recovery, through the After School Detention Program, may be assigned for excessive tardies to school; disciplinary consequences may also be assigned for late arrival to class.

Early checkouts are also monitored through the attendance office and are **excused ONLY if it meets one of the excused absence criteria noted above.** Unless it is an emergency, **NO CHECKOUTS ARE ALLOWED AFTER 3:45 p.m.** Academic Recovery, through the After School Detention Program, may be assigned for excessive early checkouts.

School Procedures Related to Attendance

- Computer-generated letters will be sent home, in accordance with Cherokee County School District policy, when absences, tardies, and/or early checkouts are deemed excessive.
- A report will be filed with the school social worker when the student reaches 7 unexcused absences in a semester or demonstrates a poor attendance pattern, which is defined as 10 or more absences; simultaneous with this report, a letter regarding the student's truancy will be sent home.

VISITORS

Any individual visiting E. T. Booth Middle School must report to and sign in at the front office upon arrival. For safety and security reasons, visitor passes are required of all visitors and must be worn in plain sight while on the school premises. Friends and relatives are not permitted to spend the day at school with students, including lunch. Please refer to the CCSD Parent/Student Handbook regarding school classroom observations.

TRANSPORTATION CHANGES

If, during the school day, the parent/legal guardian needs to change the transportation method for his/her child, he/she must **make the change in person or by fax** (include written request with signature and copy of picture identification to 770-928-2908 **before 3:45 p.m.**). Transportation changes by phone are not accepted to protect your child's safety.

Bus Passes/Riding Home with a Friend

Bus passes will not be issued. Students may not ride buses other than the one to which they are assigned. Students must get on and off the bus at their regularly scheduled stop. We ask that if your student is going home with a student who normally rides a different bus, that both students be car riders. Bus passes to ride other buses will not be issued unless deemed an emergency and/or safety issue.

BUS INFORMATION

Bus Stops

The CCSD Transportation Department establishes bus routes and bus stops. Questions concerning such items should be directed to the CCSD Transportation Department (770-720-2112).

Bus Conduct

Maintaining proper conduct on the school bus is vitally important to the safety of all who ride the school bus. Proper conduct on the bus will be the responsibility of the student with the parent/guardian ensuring appropriate behavior of his/her student. The bus driver will monitor student behavior on the bus and school administrators will enforce bus rules. All students must observe the following rules of conduct:

- Students must show proper respect to the driver at all times and obey all driver instructions.
- The use of obscene language or gestures is prohibited.
- Nothing may be thrown in or out of the bus.
- Students must keep arms and head inside the bus at all times.
- Willful destruction or defacing of school property is prohibited.
- Unnecessary noise is prohibited.
- Fighting or physical play is prohibited.
- Food, drinks, candies, and gum may not be consumed on the bus.
- Unauthorized/Inappropriate use of cell phones and other electronic devices is not permitted.
- Objectionable or dangerous objects are not permitted.
- Tobacco, drugs, and alcohol are not permitted.
- The bus driver may assign seats to students.
- Students must be seated at all times unless otherwise instructed by the driver.
- Students may transport band instruments on the bus if space is available.
- Students must not touch emergency door mechanism unless directed by the driver.
- Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner.
- Students will be let off the bus at their own bus stop only (unless prior permission has been obtained).
- When crossing a street is necessary, students must immediately cross 10 feet in front of the bus in full view of the driver.
- Any other behavior that causes distraction for the driver will be subject to disciplinary action.
- ***Students failing to respond to the bus driver's directions will be reported to the school administrators who may deny students transportation. Improper bus conduct may result in suspension or expulsion from the school and/or bus. Bus transportation is a privilege, not a right.***

SCHOOL CLOSINGS

School cancellations/late start times/early releases are determined through the Superintendent's Office.

Inclement Weather Information

If inclement weather is approaching our area and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta television stations (ABC, CBS, NBC, and FOX) as well as the following radio stations: WSB 750 AM, WGST 640 AM, WLJA 101.1 FM and WLJA 1560 AM. Additionally,

school closings will be posted on the School District's website at <https://cherokeek12.net> and will be transmitted via social media avenues, such as the School District's Facebook and Twitter accounts.

Bus Transportation in Inclement Weather

Tornado Watch: Principal will make decision on when to release students.

Tornado Warning: Principal will not release buses and car riders until the warning is lifted or the Superintendent or his designee gives permission.

Thunderstorms: Principal will make decision on when to release students.

STUDENT FRONT OFFICE PROCEDURES

The school front office phone is available to students in emergency or other special situations. **Use of cell phones is not allowed at E. T. Booth Middle School, except for authorized use within the classroom for instructional purposes.** Inappropriate use of a cell phone may result in confiscation of the phone and parents will be required to pick up the phone in the front office.

Students will NOT be called out of class for messages or phone calls unless there is a situation deemed an emergency by an administrator or counselor. Delivery of flowers, balloons, or food to students will not be permitted. Food from outside ETBMS may not be brought to students.

CLINIC/HEALTH SERVICES

- Our school nurse is on campus from 9:00 a.m. until 4:00 p.m. each day to assist with first aid in the event of an injury, to call parents in the event of illness, and to administer all medications during this time.
- A student may not remain in the clinic for an extended period of time. If a student is too ill to remain in class, the nurse will contact the parents to pick up the student.
- If a student has a serious medical problem, we ask that the parents provide the nurse and the teachers with all necessary information concerning the illness, as well as the names and telephone numbers to be called in case of an emergency.

Medications

When at all possible, we encourage students to take medications at home under parent supervision. However, there are times when this is not possible. **All medications require a Medication Authorization Form to be completed by the parent/guardian.** These forms are available from the office, clinic, or school website, which will indicate specific instructions for administration. Prescription medication must be in the prescription bottle labeled with the student's name, the dose, and the time for administration. No more than a 30 day supply will be accepted. Over-the-counter medication must be in the original container and be accompanied by the completed Medication Authorization Form as well.

Students are **NOT** allowed to carry medication on the bus or to be in possession of any form of medication during the school day. This is a violation of CCSD policy. Students with asthma inhalers and/or Epipens may carry them with prior notification to the nurse and teachers and the appropriate paperwork on file in the clinic.

Accident Insurance

The school carries no insurance on students. However, student accident insurance is available to parents. These forms are sent home the first week of school for those interested. Applications and claims are mailed directly to the insurance company.

COMMUNICATION

Parent Electronic Information: Parents may keep up with student attendance and grades through Canvas, our web-based learning management system. **Canvas may be accessed by parents using the following link:**

<https://myccsd.instructure.com/login/canvas>

Conferences: Parents may request teacher conferences by calling or emailing the teacher and setting up an

appointment. We typically have team conferences at E. T. Booth Middle School; therefore, parents will usually meet with the entire team of academic teachers for their student. This ensures better communication between the parents and team of teachers and precludes parents from having to schedule more than one conference. Meeting times are available during the teachers' instructional planning time and before/after school on a limited basis.

E-mail/Website/Canvas: Teachers and staff members have an e-mail account. E-mail addresses are on our school webpage located at <http://cherokeek12.net/etboothms>. In addition, teachers maintain useful information about class procedures and assignments on Canvas.

Agenda: The agenda is a valuable tool for communicating between parent and teachers. Agendas are not a school requirement. 6th grade students are provided with one agenda and may purchase a replacement if necessary. 7th and 8th grade students may purchase an agenda if they would like to use one from the school. Students are encouraged to record homework and daily assignments in the agenda.

CAFETERIA

The school cafeteria offers several choices of nutritional, well-balanced meals each day. We encourage all students to eat in the cafeteria on a daily basis. The cost for a student lunch is \$2.60, including milk. The cost for breakfast is \$1.50. Lunch times will be announced by teachers. **Food purchased from any outside restaurant is not permitted in the school cafeteria.**

Free/Reduced Meals: Applications for free and reduced meal prices will be provided to all students. The cost of reduced lunch is \$.40 and breakfast is \$.30. For further information, please contact the Cafeteria Manager, Ms. Dawn Locatelli.

Student Meal Accounts: Each student has a lunch account under his/her student number. Cash or checks can be sent and applied to each child's account. Additionally, Meal Pay Plus is an online system that allows parents/guardians to add money to their child's account with a credit card or bank card. Parents/Guardians may also check the balance in their student's lunch account.

Due to space limitations, parents and/or visitors are not permitted to eat meals with students.

PERSONAL PROPERTY

Any personal property that will cause disruption in school or on the bus will not be permitted. Such things as electronic games and all other "toys" are not allowed at school. Items of this nature brought to school will be confiscated and must be picked up by the parent. The school will not be responsible for personal property. This includes property brought to school for instructional projects, as well as for all other personal property. This also includes musical instruments and technology devices.

Bring Your Learning Device (BYLD) Initiative

To enhance learning, students may bring their own technology to school. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers, and eReaders that meet the definition of technology. Information explaining this initiative is found in the CCSD Discipline Handbook. Teachers will have discretion on student use.

Lost and Found

Students who have lost items should check with the office as soon as they realize an item is missing. Unclaimed items will be donated to charity.

BOOK BAGS AND SUPPLIES

Students are permitted to carry traditional book bags to school **but not to class**. Book bags must be able to fit into the lockers. On the first day of school, students should bring typical school supplies--paper, pencil, pens, etc. Individual teams will notify students if any special supplies are required.

Some of the basic school supplies are available for purchase from our school store. It has a variety of school related supplies such as paper, pens, pencils, folders, locker supplies and spirit wear/items.

TEXTBOOKS

Once textbooks, laptops, or other instructional materials are issued to a student, the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and his/her parents/guardians.

When textbooks, library books, or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parent/guardian to reimburse the school for the full replacement cost of the textbook, library book, or other instructional item(s).

LOCKERS

Team Area Lockers

Please use the following guidelines in determining best practices for using the students' team area lockers:

Lockers are provided for the convenience of the student. Expensive clothes or other valuables should not be left in lockers.

- Locker combinations should not be shared with anyone.
- The school will not be responsible for stolen items. Lockers are issued to the student as a convenience, but the school cannot guarantee the security of the lockers.
- Lockers should not be left unlocked.
- Manipulating or altering the locks on the lockers will result in the loss of locker privileges.
- The teachers will designate specific locker times.
- Lockers are the property of the school and are subject to routine, unannounced examination for items forbidden by school rules.

P. E. Lockers

There are lockers in the gym dress-out area. Students may rent combination type locks from the PE teachers for the lockers in the gym. Lockers are the property of the school and are subject to routine, unannounced examination for items prohibited by school rules.

ACADEMICS

Grading Scale:

A 90-100	D 70
B 80-89	F Below 70
C 71-79	

Conduct Assessment:

S= Satisfactory
N= Needs to Improve
U= Unsatisfactory

Report Cards

Report cards are issued at the end of each nine-week grading term. All dates will be posted on the back of the agenda and in the CCSD Parent/Student Handbook sent home at the beginning of school. Grades are available online via Canvas at any time.

No Pass/No Participate

Students who participate in interscholastic activities must pass 5 subjects in the semester immediately preceding participation. Competitive interscholastic activities include any school-sponsored programs involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

Make-Up Work

The responsibility for arranging to make up work missed due to an absence (excused or unexcused) is to be assumed by the student. Work not made up will be averaged as a zero. Make-up work is to be completed by the time specified by the teacher and consistent within the school district policy.

If an illness keeps the student out for more than 2 days, a parent may call the school and request assignments and materials. These will be ready for pickup within 24 hours.

If major illness or injury occurs and an absence is lengthy, the student may receive credit for instruction by a homebound teacher or other arrangements approved by the principal.

Homework

Homework, a vital part of the middle school program, reinforces skills and teaches responsibility and self-discipline. Homework at E. T. Booth Middle School is meaningful and is counted as a grade. Completing and turning in assignments are very important. Students and parents should regularly expect homework assignments. The agenda can be used daily to record assignments. Assignment information for individual teachers is available via Canvas.

COUNSELING PROGRAM

Students at E. T. Booth are served by four full-time counselors. The middle school years are a time of rapid developmental change and growth; therefore counseling services are offered for all students as a routine part of the curriculum. E. T. Booth's counseling program is designed to address the ever-changing intellectual, social, emotional, and physical needs of these students. Our counseling services include individual counseling, support groups, classroom guidance, consultation with parents and teachers, referrals to community resources, and crisis intervention.

MEDIA CENTER

Students and classes are welcomed visitors in E. T. Booth's Media Center, which is staffed by a full-time Media Specialist. Students are required to have a pass when they visit during class. Students are allowed to check out two (2) books for a period of 15 school days. Check-outs may be renewed. Each Reading class visits the Media Center for book check-out every few weeks. Fines for overdue materials are charged \$.10 per day.

EXTRA-CURRICULAR ACTIVITES

Clubs/Teams/Organizations

Students at E. T. Booth are encouraged to enhance their middle school experience by joining a school club, team, or organization. Students can choose from a large variety of clubs and teams including, but not limited to, the following: Academic Bowl Team; Art Club; Drama Club; Ecology Club; Falcon TV; FISH/FCA; Friends Club; Junior Leadership; Lego League Robotics Team; Math Team; Model UN; Reading Bowl Team; Relay for Life; Running Club; Technology Team; Yearbook Club; etc.

Students are also encouraged to participate in various school-sponsored competitions, including Presidential Physical Fitness, All-State Band, All-State Chorus, Oratorical Contest, Social Science Fair, Spelling Bee, Duke Talent Search, Young Georgia Author's Writing Competition, Reflections, and Science Olympiad.

Club information is located on E. T. Booth's website where you will find a listing of all E. T. Booth clubs with detailed information about each one. Please email the club sponsor if you desire further information.

Team Sports

Booth students are also encouraged to extend their educational experiences by trying out for, and participating in, one of the School's organized team sports. Currently, the following sports are offered:

- 7th Grade Boys Basketball; 7th Grade Girls Basketball
- 8th Grade Boys Basketball; 8th Grade Girls Basketball
- Basketball Cheerleading

Student Pick Up After Special Events and After School Activities

Students attending special events and other after school activities **must be picked up promptly** when the event or activity ends. Pick up times will be made available prior to the event or activity. Late pick up may result in students not being allowed to stay for other after school activities.

STUDENT DRESS CODE

The following items have been **approved** for school wear:

- Pants and shorts - with size appropriate waist, seat, and inseam. They must be worn at the waist and be no shorter than 5 inches above the knee and be hemmed or cuffed.
- Leggings cannot be worn as a substitute for pants.
- Skirts must be size appropriate and worn at the waistline. Must be no shorter than 3 inches above the knee.
- Dresses - that are the proper length and size.
- Shoulders must be covered and armholes must be tight fitting.
- Shirts and blouses - that are size appropriate, long or short sleeved. Sleeveless shirts are permitted but must cover the shoulders and fit snugly around the arms. Low cut tops, tank tops, halter tops and spaghetti straps are not permitted. Shirttails must be below the belt line even with arms raised above the head or when the student is seated.
- T-shirts or sweatshirts - must have no writing, pictures, or graphics that unreasonably attract the attention of others or cause disruption or interference with the operation of school. (i.e. vulgarity, sexual innuendo)
- All students must wear appropriate shoes.
- Appropriate undergarments must be worn at all times and cannot be visible.
- Belts are optional and are to be the proper length tucked into belt loops.

The following are **not approved** for school dress:

- Pants that touch the ground or floor.
- Wide legged pants, skin-tight pants, form fitting clothing.
- Holes or patches above the knee.
- Pants, dresses, skirts, and shirts that have frayed ends.
- See through clothing.
- Deep-scooped necklines.
- Clothing that shows the bare midriff, bare back, or the bare shoulders.
- Pajamas, bedroom shoes, or other sleepwear.
- Articles of clothing which advertise or display the symbols of drugs, tobacco products, or alcoholic beverages.
- Clothing which displays or implies profane or obscene language or symbols.
- Cheerleading uniforms without warm-ups under the uniform except during games and pep rallies.

DISCIPLINE PRACTICES

Infractions and Dispositions

For specific discipline infractions and potential dispositions, please refer to the [Cherokee County Student/Parent Handbook and Discipline Code](#).

In-School Suspension (ISS)

- E. T. Booth utilizes the In-School Suspension (ISS) setting for minor disruptions and other Discipline Code violations. Students in ISS will be served by a certified teacher.
- A student assigned to ISS will be given a set of rules to follow while he/she is in ISS. A student who violates these rules may be assigned Out of School Suspension.
- While in ISS, students will be provided with all assignments missed or substitute assignments that will be credited for assignments that cannot be completed outside of the classroom setting.

Out-of-School Suspension (OSS)

- OSS is normally reserved for infractions that are deemed major disruptions and other Discipline Code violations. Students with habitual infractions may also be assigned OSS.
- While serving OSS, a student should make up all assignments missed (or substitute assignments which will be credited for assignments that cannot be completed outside of the classroom setting). A request of assignments should be made to the teacher.
- Students serving OSS are not allowed to participate in school sponsored activities.

Disciplinary Tribunals

- Tribunals are due-process hearings requested by administrators when seeking some type of a discipline disposition that would exceed nine school days.
- Any student referred to a discipline tribunal would be notified by the administrator as to those intentions and would be notified in writing of the specific time/date/location/discipline infraction in question.

Suspension/Expulsion

Students who have been externally suspended or expelled from school are not permitted on any Cherokee County school campus or at any school function. Expelled or externally suspended students who return to campus or attend a school function may be considered to have criminally trespassed and may be prosecuted accordingly.

