SMITHA MIDDLE SCHOOL
Student Agenda/Parent Handbook

Chris Salter, Principal
Mark Lang, Assistant Principal
Necole McGhee, Assistant Principal
Rhonda Williams, Assistant Principal

VISION
To be a premier middle school that fosters and empowers life-long, global leaders who are engaged as stakeholders in their diverse communities.

MISSION
We strive to reach, teach and empower students.

SMITHA CARDINALS
▪ RESPECT
▪ EXCELLENCE
▪ DEDICATION

2025 Powder Springs Road
Marietta, Georgia 30064
678-594-8267
FAX: 678-594-8269
WEBSITE: www.cobbk12.org/smitha

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>CLASS</th>
<th>TEACHER</th>
<th>ROOM #</th>
</tr>
</thead>
<tbody>
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<td>7</td>
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School Hours
• Homeroom begins 8:45 a.m.
• Announcements begins 9:08 a.m.
• Class begins 9:15 a.m.
• Dismissal begins 4:15 p.m.
We look forward to partnering with our families to make the 2019-2020 school year the best yet at Smitha. We commit to challenge our students with relevant experiences connected to the real world. As our mission states, we want to “reach, teach, and empower all students.” We are continuing to build on our existing programs and adding new ones to help our students grow academically, socially and emotionally.

Please join us as we embark on this journey of growth, development and success for all our students.

We are better together!

Chris Salter, Principal

This Agenda is Considered a Textbook

Student agendas are issued and treated as a textbook. Agendas will be used throughout the entire school year as a communication tool among students, teachers, and parents/guardians. If you lose or damage your agenda (folding, tearing, or removing pages, etc.), you will be required to replace the agenda for a cost of $10.00.

Reading and Reviewing the Student Agenda

Parents/guardian and student, your signatures indicate that you both have read and reviewed the entire agenda. These signatures are among the requirements for the distribution of a school locker; therefore, complete tasks and signatures within the first week of school. Students must show a signed agenda to the homeroom teacher for verification.

___________________________________________    _______________________________________
PRINT PARENT NAME                                      PRINT STUDENT NAME

___________________________________________    _______________________________________
PARENT SIGNATURE                                      STUDENT SIGNATURE

___________________________________________
PARENT PHONE NUMBER

___________________________________________    ____________________________
DATE
# Academic Progress

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>QUARTER 1</th>
<th>QUARTER 2</th>
<th>QUARTER 3</th>
<th>QUARTER 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH LANGUAGE ARTS</td>
<td></td>
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<tr>
<td>MATH</td>
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<tr>
<td>SCIENCE</td>
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<tr>
<td>SOCIAL STUDIES</td>
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<tr>
<td>READING/SPANISH</td>
<td></td>
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<tr>
<td>CONNECTION 1</td>
<td></td>
<td></td>
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<tr>
<td>CONNECTION 2</td>
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**Grading Scale:** A (90-100)  B (80-90)  C (74-79)  D (70-73)  F (69 and below)

- **Lexile Reading Inventory Goal:**
  - RI 1:
  - RI 2:
  - RI 3:

- **Math Inventory Goal:**
  - MI 1:
  - MI 2:
  - MI 3:

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**Attend School Every Day and Create My Success!**

<table>
<thead>
<tr>
<th>ATTENDANCE RECORD</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Absent</td>
<td></td>
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</tr>
</tbody>
</table>

**End of Grade Scores Milestones**

<table>
<thead>
<tr>
<th>END OF GRADE SCORES MILESTONES</th>
<th>ENGLISH LANGUAGE ARTS</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>SOCIAL STUDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2020</td>
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</table>
Research shows a strong relationship between students who experience recurring behavioral challenges and poor academic performance. Students who struggle to comply with school rules tend to struggle with classwork too. To combat this struggle, Smitha has an exciting rewards program based on behavioral successes. This program offers great incentives such as Cardinal Cash to acknowledge appropriate and outstanding student behavior. The program promotes positive character to build skills that will help students be successful at Smitha Middle School and in life.

In conjunction with the Positive Behavior Intervention and Support program (PBIS), every Friday students participate in either Fresh Air Friday (FAF) or Cardinal Class. Fresh Air Friday is a 20-minute segment of time for students to go outside for fresh air, to move around, to play games, and to socialize with friends. Participation in FAF is outlined for students at the beginning of the school year. On alternate Fridays, students participate in Cardinal Class which is a 20-minute segment of time when students engage in interactive lessons and class discussions targeting issues such as conflict resolution, character building, and digital citizenship/cyber bullying.

Smitha’s behavioral expectations are that as students you will commit to the following:

 ✓ Be prepared for class and work hard to do your best every day!
 ✓ Accept the consequences of your actions
 ✓ Do your part to help keep the school clean and safe.

When students fail to comply with these behavioral expectations, they are subject to tiered interventions and or consequences which include conduct points. See charts below.

### CONDUCT GRADES

1 -- 2 points = Satisfactory
3 -- 5 points = Needs Improvement
6 + or more points = Unsatisfactory

<table>
<thead>
<tr>
<th>CARDINAL RED</th>
<th>HALLWAY/BUSPORT</th>
<th>CAFETERIA</th>
<th>RESTROOM</th>
<th>SPECIAL EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESPECT</td>
<td>Walk on right side</td>
<td>Keep hands and feet to self</td>
<td>Use time permitted and return to class promptly</td>
<td>Be attentive to speaker</td>
</tr>
<tr>
<td></td>
<td>Keep hands and feet to self</td>
<td>Use appropriate voice volume</td>
<td>Keep hands and feet to self and earbuds put away</td>
<td>Keep hands and feet to self</td>
</tr>
<tr>
<td></td>
<td>Use appropriate voice volume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXCELLENCE</td>
<td>Keep area clean</td>
<td>Leave table and floor clean</td>
<td>Display good hygiene—wash hands with soap and water</td>
<td>Use school appropriate language</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Keep area clean</td>
</tr>
<tr>
<td>DEDICATION</td>
<td>Keep phones and earbuds put away</td>
<td>Dispose of trash properly</td>
<td>Use facilities properly</td>
<td>Keep phones and earbuds put away</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep phones and earbuds put away</td>
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</tbody>
</table>
Smitha Middle School will continue to implement standard school attire for the 2019-20 school year. Standard school attire provides parents/guardians and students a choice of clothing options based on a specific set of criteria developed by a panel of parents and school faculty. The Smitha community (parents, faculty and students) expect our students to learn in an environment that promotes academic excellence and positive character. This endeavor supports our efforts to maintain an atmosphere focused on learning. Students are expected to observe a manner of dress that is free of distractions.

**CLOTHING EXPECTATIONS**

<table>
<thead>
<tr>
<th>SHIRT</th>
<th>Solid color with a collar: red, black, white or grey</th>
</tr>
</thead>
<tbody>
<tr>
<td>PANTS</td>
<td>Solid: Khaki or black (no jeggings, leggings, skinny jeans, sweatpants or athletic wear), no real or faux holes, rips or tears</td>
</tr>
<tr>
<td>SHORTS/SKIRTS</td>
<td>Solid: Khaki or black (knee length)</td>
</tr>
<tr>
<td>SWEATSHIRTS/HOODIES</td>
<td>Solid: Black, white, red or grey (with collared red, black, white, or grey shirt underneath)</td>
</tr>
<tr>
<td>SHOES</td>
<td>Closed toe shoes (no slides, sandals or slippers)</td>
</tr>
<tr>
<td>HEADWEAR</td>
<td>Girls may wear hair accessories if they are not distracting to the learning environment—no bandanas and no hats</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

One of the most important steps a student can take to achieve academic success is also one of the most basic attend school every day. Research shows that a student’s attendance record may be the biggest factor influencing his/her academic success. The Cobb County School District attendance policy is as follows:

- **After 3 unexcused absences** – Homeroom teachers contact parent/guardian to address the absences.
- **After 5 unexcused absences** – A letter is sent home to the parent/guardian addressing the student’s attendance.
- **After 7 unexcused absences** – The school social worker is consulted to determine if a referral is needed.

**SPECIAL SCHOOL EVENTS:** Unless an event occurs immediately after school (i.e. school social), students who are not performing must go home. Students in grades 6 and 7 may return with a parent/guardian at the time of the event. 8th grade students do not require adults present. All students must be picked up at the end of the event. Failure to do so will result in the student’s ability to participate in future events.

**PARENT/FAMILY ENGAGEMENT**

We seek to maintain an active partnership with our families as we work together to ensure a successful learning experience for our students. Open communication is a critical component of a healthy relationships between the school and the parents. Attending parent/teacher conferences, communicating via phone calls, text messages, or emails, as well as accessing teacher blogs are all highly effective methods to maintain open lines of communication. When parents are actively engaged in school in positive ways, students do well. In addition, both the Parent Teacher Student Association (PTSA) and School Council provide additional avenues of parent/family engagement, also parents may make arrangements to volunteer. Smitha Middle School provides several ways for parents and families to stay involved in the school. We seek a partnership that supports student success. Below, are key important communication tools for parents and families that help sustain engagement.

**COMMUNICATION TOOLS**

- **School Website:** [www.cobbk12.org/smitha](http://www.cobbk12.org/smitha)
- **Email:** All Smitha Middle School faculty members have an email address and a blog which are located on the school website.
- **ParentVue:** A student information system for parents. This system allows parents to set up alerts when your child is absent/tardy, when grades are posted, weekly updates, and when student’s grade falls below a specific threshold. Class schedules are accessible as well as a quick link to teacher emails. ParentVue provides access to details in the gradebook and daily attendance. Use either the web browser [https://parentvue.cobbk12.org](https://parentvue.cobbk12.org) or download the mobile app on a mobile device. Link to website:
• **Grade Reports:** Every 4 ½ weeks students receive a progress report for parents/families. These reports are also available via ParentVue.

• **Synergy Gradebook:** A web-based student information system that allows parents/families to view student grades, missing assignments, and attendance. First time users must secure an activation key (one per family) from the Parent Facilitator at Smitha. Valid identification of the enrolling adult is required to secure the activation key.

• **Dial-Out System:** An automated telephone call-out system is used frequently to relay important and essential school information including emergencies; therefore, it is critical that the school have current phone numbers on file. Also, automated phone calls generate when students are absent from school.

• **Professional School Counselors:** Grade level counselors are available to arrange conferences related to students’ well-being. They work with students in one of three settings: one on one with a “counselor request form,” small group facilitation that may address issues such as coping with stress, conflict resolution or peer pressure. Additionally, counselors provide classroom lessons related to issues such as testing taking skills, bullying and career exploration.

• **Conferences:** Parents/guardians are welcome to make appointments to meet with teachers, counselors and administrators to discuss his/her child’s progress. When parent/teacher conferences are arranged, they take place during the teacher’s planning period or before or after school. Additionally, countywide conference week is scheduled for October 14–19. All Cobb County middle schools will be on an early release schedule with dismissal beginning at 1:30 p.m. during conference week. At Smitha, these conferences will be student-led to build students’ efficacy or responsibility for their own learning and progress.

• **Emergencies:** Call the school directly. Refrain from texting your child while he/she is in school.

• **Twitter:** @SmithaCardinals

• **Academic Intervention Meetings (AIM)** are for both students and parents/families. They are held throughout the year to help prevent the possibility of retention.

**PARENTS/FAMILIES + TEACHERS = SUCCESSFUL STUDENTS**

When parents/families and teachers work together, they help ensure student success. When faced with challenging situations, parents and teachers should strive to gather facts and hear perspectives from each other to move toward resolutions. Doing so, helps foster positive and productive relationships which leads to student success. Additionally, if a parent has a concern with a teacher, the parent needs to contact the teacher to address the concern. If the issue cannot be resolved, then schedule an appointment with the grade level administrator.

**ACADEMICS**

As an institution we seek to **reach, teach and empower all students**. Great efforts are made to ensure students’ course schedules are appropriate for their academic needs. Student schedules are created based on several factors such as success in previous grade level, success in previous courses, performance on test scores and/or teacher recommendations, as well as other educational data. As a result, parent and/or student requests for schedule changes cannot be honored for teacher preferences, social groups, connections, dissatisfaction, etc. Students enrolled in band, chorus or orchestra make a year-long commitment. Academic courses include: **English Language Arts, Math, Reading, Science, Social Studies.** Those who qualify may take high school Spanish or high school math. Connections classes include: **Art, Business & Technology, Engineering, General Music, Math Support, Band, Chorus, Orchestra, Physical Education.**

Formative assessments are periodic student checks for understanding and summative assessments measure what students have learned. Grades are based on both formative assessments weighted 40% and summative assessments weighted 60% of the grade.

Throughout the school year, students take a variety of assessments to reveal how they learn, what they’ve learned or what areas need more work. The assessments may include diagnostic assessments, quizzes, chapter tests, unit test, or performance and problem-based assessments. Additional screeners that students take include the Reading Inventory, Math Inventory and the Student Growth Measures as well as standardized tests such as the Cognitive Abilities Test (CoGAT), Iowa Test of Basic Skills (Iowa), Preliminary Scholastic Aptitude Test (PSAT), ACCESS (for English Speakers of another language i.e. ESOL) and End of Grade: Milestones. Information with further details will be sent home throughout the year.
MY PLEDGE: I WILL BE PREPARED FOR LEARNING EVERYDAY

- Students should come to each class prepared with a minimum of a writing utensil, paper, and student agenda, and ready to engage in learning.
  - The School Store is open from 8:45 a.m. to 9:10 a.m. located inside the Library Learning Commons (room 134) where students can purchase school supplies and spirit wear.
  - All students are assigned a locker in homeroom and in physical education (PE).
    - Locker use also brings responsibilities. Students should not share locker combinations with anyone. Students should use lockers to store cell phones and valuables. Students are strongly discouraged from bringing excessive sums of money to school. The school cannot be responsible for personal items lost.
- The Library Learning Commons is a resource for students. It is open from 8:45 a.m. until 4:10 p.m. When a student checks-out books from the library, the student agrees to assume responsibility for the books. In cases of negligence, the student is responsible for the replacement cost of the book. Students receive overdue notices in homeroom. Failure to resolve lost and/or overdue books may result in student removal from special activities and holding the final report card.

MY PLEDGE: I WILL ACCEPT THE CONSEQUENCES OF MY ACTIONS

- Students must comply with directions from all adults on the bus and anyone affiliated with the school or school district. Failure to comply may result in consequences aligned to district policies and Smitha PBIS.

MY PLEDGE: I will do my part to keep Smitha clean and safe.

- Cardinal Red expectations remind students to keep all areas of the school clean. As a community of learners, we want to maintain an environment where everyone can thrive in a healthy setting.
- See Something Say Something is a web-based platform on the school website that allows students to report information anonymously about safety or wrongdoing.
- Safety Drills: Smitha regards the safety of its students with the highest priority. Consistent compliance with safety policies and procedures help maintain the safety of all students. Fire and severe weather drills occur regularly with explicit directions provided each time, and expectations clarified for students for emergencies.

To earn promotion to the next grade level, the student must meet all the following criteria:
- Pass math, English/language arts and one additional core subject for the year
- Earn a combined overall passing average for all scheduled courses for the year; and
- Demonstrate an appropriate level of reading comprehension as measured by a Lexile score.

Placement decisions are based on an individual basis. For students who are in jeopardy of retention or placement, the principal or designee shall implement a process to determine whether each student will be retained or placed based on a review of the overall academic achievement. Factors considered include, but are not limited to:
- Standardized test scores
- Learning ability of student
- Previous interventions
- Age and maturity of the student
- Attendance
- Teacher recommendation
**WHAT DO I DO IF….**

**I bring my cell phone or other electronic device to school?**
Either I keep it in my locker where it is safe, or I keep it turned off and out of sight. If the student violates this policy, the phone/device will be confiscated, and parent/guardian must retrieve it. The school cannot accept responsibility for lost cell phones or other electronic devices.

**I arrive at school after 8:00 a.m., but before 8:45 a.m.?**
Students can enter school at 8:00 a.m. through the 8th grade cafeteria commons where they attend a supervised study hall.

**I have been absent?**
Students must bring a note from a parent/guardian or doctor explaining the reason for the absence. All notes must be brought to front office within three days. Excused absences include illness, hospitalization, or death in the family. Absences due to medical visits require a note from the medical provider. The student is responsible for contacting teachers to complete any work missed.

**I am tardy to school or class?**
Students are expected to attend class on time. Students must report to the front office to secure a tardy pass for admittance to class after 9:08 a.m. Anytime a student is late, he or she must have a pass.

**I need to leave school early?**
A student is expected to be present for the entire school day and parents/guardians are asked to attempt make all appointments after school hours or during school breaks; however, if a student must leave early, then only a parent/guardian listed in the student’s contact information is permitted to check out the student. Adults checking out students must show a valid picture identification. All transportation changes must be in person or faxed with parent identification and signature. NO checkouts after 4:00 p.m.

**I need to ride a different bus?**
Transportation changes must be submitted to the front office by 10:00 a.m. Bus change requests will be verified for authenticity prior to final approval. Any bus change request is subject to availability. Requests to ride a different bus for social activities are not permitted. The following steps a required for a bus change request:

1. A note from the parent/guardian requesting that his/her child be allowed to ride home with a child on another bus.
2. A note from a parent/guardian acknowledging that another child is riding home with his/her child.

If verified and approved, then student picks up bus pass from the front office at dismissal.

**I am sick or become sick at school?**
Students who become sick at school need to get a pass from his/her teacher to see the nurse. The nurse will call home from the clinic if needed. Parents/guardians must complete an “Authorization to Give Medicine at School Form” (Form JLCD-2) available at school for each medication administered. Medication must be kept in the original labeled container and brought to the school clinic by the parent/guardian. If any medication changes occur, the parent/guardian must notify the clinic. Over the counter medications may be administered by the nurse for up to 10 days with parental/guardian consent. For students to carry inhalers, EpiPen’s or insulin, an “Authorization to Carry Prescription Medication form” must be on file in the clinic. Prescription drugs not found in the original container may be considered illegal and result in student disciplinary action.

**I need medication?**
Parents/guardians must complete an “Authorization to Give Medicine at School Form” (Form JLCD-2) available at school for each medication administered. Medication must be kept in the original labeled container and brought to the school clinic by the parent/guardian. If any medication changes occur, the parent/guardian must notify the clinic. Over the counter medications may be administered by the nurse for up to 10 days with parental/guardian consent. For students to carry inhalers, EpiPen’s or insulin, an “Authorization to Carry Prescription Medication form” must be on file in the clinic. Prescription drugs not found in the original container may be considered illegal and result in student disciplinary action.

**I need a parent/guardian to bring me something at school?**
To protect instructional time, we will not call students from class to retrieve school related items such as flash drives, projects, school assignments, or instruments; however, we will email teachers when a student has an item to retrieve from the front office. Exceptions include lunch (no fast food), lunch money or eye glasses. The front office cannot make deliveries of items such as balloons, flowers, stuffed animals, gifts, birthday cakes, cupcakes, etc. to students. These type of deliveries create unnecessary interruptions to the learning environment.

**I don’t understand what I’m supposed to be learning?**
Schedule time to meet with teacher during office hours. Access teacher blog and review handouts and notes from class.

**I want to buy lunch or breakfast from school. How much does it cost?**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.60</td>
</tr>
<tr>
<td>Reduced Price</td>
<td>$3.30</td>
</tr>
</tbody>
</table>

Parents may pre-pay for both breakfast and lunch. Students who qualify to receive free and reduced lunch also qualify for breakfast. Outside food items are not permitted in the cafeteria. Students may not bring carbonated beverages, energy drinks or glass containers to school. SPECIAL NOTE FOR PARENTS/GUARDIANS: Fast foods should not be delivered to the school and students will not be permitted to eat fast food in the cafeteria. If your child arrives without money for lunch; we will allow up to $3.50 in charges. All charges should be paid back immediately. If your child exceeds the charge limit; then an alternate meal (i.e. milk and sandwich) will be provided. No alternate meal for breakfast.