Coffee Middle School

Middle School Transition Guidebook



















Mission:

Destination Graduation for College, Career, and Life



Vision:

An Equitable and Excellent Education for Every Student

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A Word From Our Principal

Dear Parents/Guardians,

On behalf of the faculty and staff, I want to welcome you to Coffee Middle School! CMS is a special place for students to learn and grow from childhood to adolescence. We are dedicated to creating an environment that is welcoming and safe, as well as one that nurtures the whole child during this time of critical development.



I encourage students and parents to be-

come actively involved in our school through participation in a wide array of activities, clubs, and athletic teams. This is a great time to explore and grow as students meet new friends, discover new skills, and acquire new interests. I want your experience to be an exciting one at CMS.

Coffee Middle School staff members are dedicated to preparing your child for high school as well as college and career options. Focusing on what students need to know and be able to do, instructional strategies that support student learning, and authentic literacy are the keys to a world-class education. At CMS, your student will engage in reading, writing, discussions, collaboration, experimentation, and critical thinking. These opportunities will allow students to be better pre-

pared for important decisions in the near future.

I am very excited that your child will be joining us and encourage you to take advantage of the numerous involvement opportunities offered at CMS.

Please take a few minutes to browse our website where you will find valuable information as well as a link to Parent Portal, which provides access to grades, attendance, etc. You can also contact teachers via email on our website.

We're going to relentlessly chase perfection knowing full well that we will not catch it, perfection is unattainable! But we are going to chase it, because, in the process, we will catch EXCELLENCE.

-Vincent Lombardi

Sincerely,

Sherri M. Berry, Principal

Welcome to Middle School!

Congratulations, you made it to middle school! You may be nervous or excited about entering Coffee Middle School and leaving the cozy confines of your elementary school behind, but it is a necessary transition on your way to high school, college, career, and life. Since we opened the doors in 2007 thousands of other students have made the transition to our school and you will, too. Daily routines are basically the same at every school level. Students are expected to arrive at school ready for classes, eat lunch in the middle of the day, and go home in the afternoon. The purpose of school is the same everywhere and that is to provide a safe environment in which you can learn new skills. The difference lies in the environment, or campus, that you will be entering. It's BIG! The number of new classmates you'll have in the sixth grade will be greater. And guess what? Every one of them is feeling the same way you are!

The sixth grade marks the time when students begin to

It's not that I'm so smart; it's just that I stay with the problems longer.

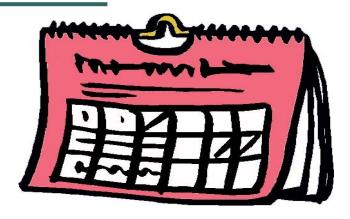
-Albert Einstein



take on more responsibility for personal conduct, time management and organization, and maintaining old friendships while making new ones. It is a balancing act managing six different classes daily and moving around the building between all of them. The following tips will help make your transition as smooth as possible.

Organization

- •Come to school on time.
- •Learn your way around the building.
- Get to know who's who: the principal, assistant principals, counselors, and nurses.
- •Use a calendar or planner to record your homework and activities.





Classes

- •Be prepared for class.
- •Have paper, pens or pencils in your bookbag.
- •Participate in class, by raising your hand and asking for help when needed.
- •Turn in your assignments on time.
- •Do the very best work you can do.

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Behavior

- •Think before you act.
- •Think for yourself.
- •Follow the rules in classrooms and hallways.
- Keep a sense of humor and maintain a positive attitude.





Friendships

- Maintain ties to your friends from elementary school.
- Introduce yourself to other students in your classes.
- Share and appreciate your differences with other students.
- Participate in clubs, sports and other afterschool activities.

Life Beyond Middle School

From your earliest days in kindergarten, you may have been asked, "What do you want to be when you grow up?" The middle school provides an opportunity for you to explore that very question as you identify your career interests and potential salary level for each job. As a sixth grader, you will register on the GA College 411 program in the computer lab and do research on potential careers that merge your interests with expected earnings. This exploration will help you formulate a plan for the educational pathway you will follow toward high school graduation, college or technical school, and later, a productive career.

Your school counselor will help and encourage you as you cross this bridge in your personal life. New surroundings, new routines, and new challenges all await you at Coffee Middle School—there is no turning back. Just remember to keep doing the things that made you successful in elementary school, and you will be successful here.

When you come to the end of your rope, tie a knot and hang on.

-Helen Keller



General Information

Who's Who at CMS?

You may notice when you get to the middle school that there are several adults around, but you may not always know what those adults do and who to ask for help.

Counselors— We have a counselor for each grade level at CMS. The counselor is available to help you (just like your elementary school counselor). They will assist you with any social concerns you may have.

Administrators—CMS has a Principal and Assistant Principal over the whole school. CMS also has an Assistant Principal of Instruction (API) for each grade level. The API is available to help you when you have questions or concerns about your classes.

In addition, each grade level at CMS has an assistant principal to handle discipline situations that occur during the school day.

School Resource Officers (SRO)
—Coffee County Sherriff's Department Deputies play an important role at CMS by directing traffic and maintaining student, teacher, and parent safety on our campus. Our officers are very approachable and another source of help for students if needed.

Media Specialist—The CMS media specialist is available to

all students and can assist you with checking out books from the media center and with research projects.

School Nurses—School nurses are available at CMS to not only assist students when they are sick during the school day but also to help with daily medical needs throughout the school day. Telemedicine and an on-sight physician assistant is also available to help student and teachers with their medical needs. Additional paperwork is needed to utilize these services. Please see the school nurse for additional information about these resources.

What are Clusters?

At CMS, you will be assigned to a cluster of teachers. Each cluster includes, one teacher for each content area: English/language arts, mathematics, science, and social studies. Clusters allow teachers to work together to enhance student learning. It is also great for parents because the parent can contact one teacher and get information to or from the child's whole cluster of teachers.

Required Courses

Each student at CMS will take a class in English/language arts, mathematics, science, and social studies each school year.
CMS also offers gifted and honors classes in both English/language arts and mathematics for each grade level.

I have not failed. I have found 10,000 ways that did not work.

-Thomas Edison

Connection Classes

You will be assigned to a variety of Connection classes at CMS. We have the following connection classes: computer, agriculture, college and career readiness, ESOL, family & consumer science, band, Spanish, engineering and technology, Read 180, reading acceleration, art, PE, and weights.





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Day-to-Day Specifics

CMS does not have lockers in which you can store your books. However, most teachers have a class set of books in their classrooms, so there is no need to carry textbooks around the school. You will need to have a notebook to bring to each class for notes, assignments, and homework. You will have 3 to 5 minutes to change cluster and connection classes each day. You will be provided several scheduled restroom breaks

during the day. You will also be allowed to go to the restroom in the event of an emergency. You will use your five-digit number to checkout books at the library and buy your breakfast and lunch meals.



Discipline

CMS discipline rules and policies can be found in the Coffee County Schools Handbook that each student receives at the beginning of the school year from his or her homeroom teacher. CMS participates in Positive Behavior and Intervention Support (PBIS) similar to the elementary schools. Posted around the school are the expectations for student behavior in the hallways, classrooms, restrooms, gym, and lunchroom.

FYI-6th Grade Band

1) Band is a yearlong course. Those who sign up for band will keep it as one connections class for the whole year. The other connections class will change second semester.

mester.

2)Students can participate in band as well as sports and other clubs at the same time. There are no mandatory after-school rehearsals during the 6th grade year. We will have two concerts during the school year: a

Christmas Concert in December, and a Spring Concert in May.

3) Beginning band requires the student has an instrument to play. The following instruments are used in the concert band setting: flute, clarinet, saxophone, trumpet, trombone, French horn, baritone, tuba, and percussion. The last four are school owned instruments but are in limited quantity. All other instruments can be rented from O'Malley Musical

Instruments, City Music, or Portman's Music on a rent-to-own plan.

4) All students will be given the opportunity to test on any instrument in which they are interested. They will be matched to the instrument with which they have the best chance of success. They may use an instrument they already own if they have one. If the student is going to play a school-owned instrument, he or she

must purchase the mouthpiece or drum sticks and method book. 5) There will be a meeting this spring in the CMS auditorium about instruments and signing up for band. Information will be sent to each elementary school in advance.



Parent Resources at CMS

Parent Resource Center

The Parent Resource
Center for CMS is located in the Media
Center. You will find
items to help you and
your child with reading,
writing, math, science,
social studies, and life
skills in our Parent Resource Center. You may
check out materials using your child's fivedigit number.



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Campus Parent Portal

https://icampus.coffee.k12.ga.us/campus/portal/coffee.jsp

Use the Campus Parent Portal link above or access the link on the Coffee County Schools website at http://coffee.k12.ga.us.

On the Campus Portal login page, in red at the bottom of the page under District Notices, first time users click on **Get your activation code here.** Enter the student's SSN and student's birth date. Click submit. Parent's GUID will appear. Use this number in the next steps. Click on Parent Portal and this will take you back to the Campus Parent Portal log in page.

First time users: Under FIRST TIME USING CAMPUS PORTAL, you will choose **click here** with the statement below:

If you have been assigned a Campus Portal Activation Key, **click here** For future usage:

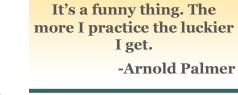
You will enter the username and password you create. Enter the GUID provided earlier. Create your username and password. We recommend you keep a copy of your username and password in a secured place. Your account will be created. You can now proceed to the log in page. Log on to Campus Parent Portal using the username and password you created.

BTW

An average of 85% of our students participate in the School Lunch Program while 50% participate in the Breakfast Program. Currently, all schools with the exception of Coffee High School are operating under the Community Eligibility Program (CEP). This program provides breakfast and lunch to all students at no charge. Students participating in this program

are not required to submit a lunch application.

*Grab and go breakfast is available at Broxton and West Green Elementary Schools, Coffee Middle School, Coffee County Career Academy, and the George Washington Carver Freshman Campus.



2015-2016 Bell Schedule Elementary Schools 7:30 - 2:15 Coffee Middle School 8:25 - 3:25 Freshman Campus 8:20 - 3:15 Coffee High School 8:10 - 3:25

Career Academy

8:15 - 3:05

Transition Guide

Coffee Middle School Important Phone Numbers

	Position	Phone Number
Barnes, Rontee	7 th Grade Assistant Principal	389-6648
Berry, Sherri	CMS Principal	389-6643
Central Office		384-2086
Clark, Darcy	6 th Grade Counselor	389-6641
CMS Fax	Fax	720-1032
Drew, Randy	7 th Grade Assistant Principal	389-6883
Gilliard, Buddy	Director of Transportation	383-5379/383-4157
Gooden, Stephanie	7 th Grade Counselor	389-6658
Guess, Amy	School Secretary	389-6642
Harper, Emma	Principal's Secretary	389-6643
Harrell, Edwina	School Secretary	389-6873
Horner, Ben	6 th Grade Assistant Principal	389-6655
Leis, Morris	Superintendent	389-6514
Malphus, Sonya	Media Specialist	389-6649
Meeks, Lynn	Front Office Secretary	720-1011
Mobley, Wanda	8 th Grade Assistant Principal	389-6651
Nettles, Aimee	Bookkeeper	389-6796
Pruitt, Jill	8 th Grade Counselor	389-6652
Spivey, Teresa	Registrar	389-6640
Stern, Vette	6 th Grade Assistant Principal	389-6656
Stevens, Jan	Attendance Clerk	389-6657
Strachan, Sean	8 th Grade Assistant Principal	389-6647
Ware, Danny	Director of Bus Discipline	720-0026
Winters, Garrett	CMS Assistant Principal	389-6648

Parent Involvement at CMS

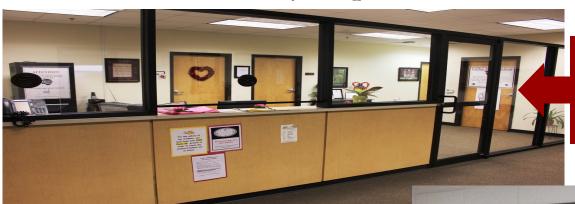
How can you be involved with your child's success at CMS? We love to hear from our parents concerning their child's learning needs or progress. Please be involved as a par-

ent by attending Open House, Parent/Teacher Conferences, and PTO meetings. You are also welcome to email or call your child's teachers. We are happy to set up an appointment to meet with you during the school day for a parent conference as well.

When we are pleased with ourselves, we begin to please others.

Thomas Fuller

VIPs (Very Important Places)



CMS Front Office

CMS 6th Grade Administrative Offices CMS Attendance Office

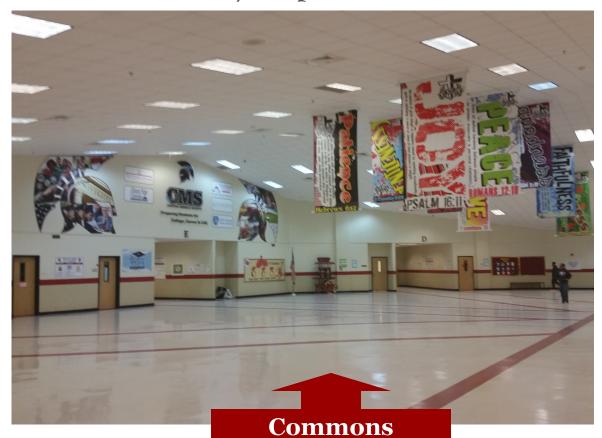


CMS Cafeteria



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VIPs (Very Important Places)





Dress Code

Student Dress Code (from p. 25-27 of the Coffee Middle School Student Handbook 2015-2016)

Student Dress Code DRESS CODE APPLIES TO ALL STUDENTS at schools and school activities. In order to maintain an appropriate climate for learning, the following dress code has been established for Coffee County School System. The administration reserves the right to add and delete to the present dress code as deemed necessary to maintain appropriate and modest dress. Clothing should be appropriate for the occasion, in good taste, and in good condition. While the administration recognizes the individuality of each student and does not wish to stifle individual taste, we must always remember our primary mission is to educate, not provide a forum for the latest fads. Clothing and/or adornment that attracts undue attention and detracts from the academic climate of the classroom cannot and will not be allowed. Students should remain in dress code as long as he/she is on campus. Decency is the key to proper school dress. Good hygiene and grooming habits are expected.

Student Dress Code:

- 1. Shirts with cleavage or shoulders exposed are not permitted. (Recommended necklines are crew, polo, and collared shirts.)
- 2. Shirts or pants must cover midriff completely when arms are raised or when sitting down. (Boys and Girls)
- 3. Sleeveless tops must have enough material to cover the area from neck to shoulder. Spaghetti straps & tank tops are not acceptable. Under garments (bra straps or bras) should not be visible. (Girls)
- 4. Shirts that hang lower than the front and back pockets of your pants MUST BE TUCKED IN AT ALL TIMES. (rolling shirts under to show pockets instead of tucking in shirt will not be permitted.) (Boys and Girls)
- 5. Pants must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so-as to allow sagging of the pants. (Boys)
- 6. Tights and leggings can be worn under skirts and dresses that meet dress code.
- 7. Shoes must be worn at all times, tied securely, and firmly anchored to feet. No shower shoes, spiked heels, bedroom shoes, shoes with wheels, or slippers allowed. A removable jacket, sweater, or vest, may be worn over another shirt as long as the shirt worn underneath meets dress code.
- 8. Neckline must cover between top of chest and collar bone.
- 9. Shorts, skirts, and dresses must not be shorter than the top of the knee in the front or back.
- 10. Tights, leggings, and jeggings cannot be worn under skirts and dresses that do not meet dress code.
- 11. Shirts must have sleeves. (Boys)

Unacceptable for ALL students:

- 1) NO jerseys of any type except team jerseys on game days
- 2) spandex or other excessively tight or snug fitting garments
- 3) deliberately ripped or torn clothing with holes showing skin
- 4) unbuckled overalls
- 5) coveralls
- 6) headgear of any type; picks and combs in the hair
- 7) extreme color/hairstyles, make-up, etc., that distracts from the learning environment
- 8) terry cloth tops or bottoms
- 9) NO sweat suits or sweat pants; (nylon wind suits are acceptable)
- 10) see-through fabrics, unless the shirt worn underneath meets dress code
- 11) students wearing colors, clothing, or other paraphernalia aligning them with a gang or unacceptable group is not tolerated.
- 12) NO sunglasses (this includes resting on top of head)
- 13) any accessory, item, or article of clothing advertising alcohol, tobacco, sex, gangs, guns, violence, drugs, or any item creating a hostile or disruptive environment
- 14) pajamas or pajama-like clothing
- 15) dog or spike accessories
- 16) chains hanging from pockets
- 17) NO hats or rags worn in the building or buses. This includes wearing a hood from a hooded jacket.
- 18) NO trench coats allowed on campus.
- 19) any jewelry that is distracting to learning environment.

Final approval of any questionable dress and enforcement of this dress code is left to the discretion of the school administration.

Consequences of Dress Code Violations

- Change to appropriate dress code: Warning issued and documented
- Change to appropriate dress code: 1 day ISSP
- Change to appropriate dress code: 2 days ISSP
- Progressive discipline will apply for additional offenses.
- Administration discretion applies.

(If shirts are available in administrator's office, student will be given a shirt instead of calling home for a new one.)

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Bullying

Bullying (from p. 1-2 of the Coffee Middle School Student Handbook 2015-2016)

The Coffee County School System is a no-bullying school system. Bullying, as defined in Georgia law, means an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system, that is:

- 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - c. Has the effect of substantially disrupting the orderly operation of the school.

In addition to the above, this school system also considers bullying to include online bullying regardless of its source if brought to the attention of the school officials, but in no event are school officials responsible in any manner for monitoring, policing, or enforcing bullying on any electronic equipment that is not under the control of the school system. Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

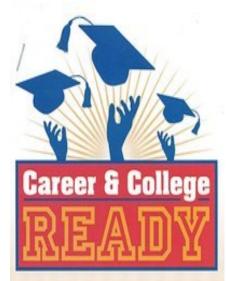
If your student is having a problem with bullying, please notify school administration (grade assistant principal) immediately!

You must be the change you wish to see in the world.

- Mahatma Gandhi

GA College 411

Did you know that you could log on to GA College 411 as a parent? Just go to http://www.gacollege411.org and click on the Parents of Student section at the bottom of the page. Here you will find information on how to pay for your child's college education, help your child with the college planning process, and even take a tour of the website itself. GA College 411 is an important career planning tool for all Coffee County students as they plan for Destination Graduation for College, Career, and Life. At the middle school level, students will create an account on this website to begin exploring their career options for the future.



Academics at CMS

Grading Categories

At the middle school you will have two grading categories in the content area classes: Daily Grades and Tests. Each category weighs 50%. Daily grades may contain homework, class work assignments, and notebook/journal grades. The Tests category will contain assessment grades which include quizzes, tests, and culminating activities.

All connections classes have one grading category:
Daily. All grades taken in those classes will go into the Daily category.

Time Management/Study Habits

In middle school, time becomes a precious commodity. Students normally have six classes in a school day with six different teachers, six different expectations, and sometimes six different homework assignments! Many students will be involved with clubs as well as athletics. Therefore, students will need to be responsible for their time at school and home. Finding time for your child to complete homework, complete assignments, and study for tests will play an important part in his or her success at CMS. Have your child keep these suggestions in mind:

- 1) Keep your assignments/homework **organized** in your notebook or folders.
- 2) Keep track of your assignments, club meetings, practice and games for athletics, and other commitments in a **calen-dar or agenda** so you can allow time to study and play.
- 3) **Prioritize** your activities, commitments, and tasks so you can begin with those that are most important first.
- 4) Study in an environment that allows you to **concentrate** on what you are working on.

Social Studies

In <u>6th grade</u>, you will look at the geography, climate, culture, economics, government, and history of Latin America, Canada, the Caribbean, Europe, and Australia. In <u>7th grade</u>, you will study the geography, climate, culture, economics, government, and history of Africa, Southwest Asia, Southern and Eastern Asia. Lastly, in <u>8th grade</u>, you will focus on the geography, economics, government, and history of Georgia.



Science

In <u>6th grade</u>, you will learn earth science topics like geology, astronomy, hydrology and meteorology. In <u>7th grade</u>, you will focus on the life science topics of cells and genetics, interdependence of life, and evolution. Lastly, in <u>8th grade</u>, you will study the topics of structure of matter, energy and its transformation, force and motion in physical science to prepare for a deeper look at physical science in the 9th grade.









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Academics at CMS

English/Language Arts

Under the Georgia Standards of Excellence ELA/Literacy Standards, you will be reading as much nonfiction material as fiction, discussing reading while using evidence from the text, reading more complex material carefully, writing from sources, and reading to develop a larger vocabulary. The teaching of grammar, conventions, and literary elements will be done through the reading of novels and other material.



Mathematics

Throughout middle school, you will deepen your knowledge of mathematics through the use of manipulatives and models to connect concepts within mathematics. In 6th grade you will focus on four critical areas: (1) connecting ratio and rate to whole number multiplication

and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the system of rational numbers to include negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking. In 7th grade, you will study four critical areas: (1) developing understanding of and applying proportional relationships; (2) developing understanding of operations

with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawings and informal geometric constructions, and working with

If you don't know where you are going, you'll end up someplace else.

two- and three-dimensional shapes to solve problems involving area, surface area, and volume; and (4) drawing inferences about populations based on samples. In 8th grade, instructional time will be focused on three critical areas: (1) formulating -Yogi Berra and reasoning about expressions and equations, including modeling an association in bivariate data with a linear

equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.







Did you know?????

CMS PTO

The Coffee Middle School PTO meets four times throughout the school year with parents and teachers. Each PTO night, parents receive information about current events and programs occurring at CMS. In addition, students and teachers feature hands on tips to help parents support their children as they learn Georgia Standards for Excellence for English/ language arts, math, science, and social studies. We look forward to seeing you there.

Spirit Rings

In sixth grade, you will have the opportunity to purchase a spirit ring usually during the month of October. You will receive your ring at an assembly later in the Spring. Deposits are approximately \$30.00 and due at the time the order is placed.



The Trojan Way

- Be Respectful!
- Be Responsible!
- Be Ready!



FYI

Middle School students are not allowed to attend High School dances such as Homecoming and Prom. Student Council sponsors two dances each year for our students. Usually one dance is held in the fall and another during the month of February. Middle School students are welcome to attend these dances.

Fabulous Friday

Sixth and seventh grade students get to enjoy Fabulous Friday each month. The last Friday of the month teachers plan an opportunity for students to enjoy some free time. Students may participate if they have turned in all their work for the month and have not been in trouble with any of their cluster teachers. Students look forward to this day each

Student of the Month

Each month cluster teachers nominate students of the month for character, academics, and improvement. Once every nine weeks, all teachers nominate students for each grade level in the areas of character, academics, and improvement. Both students of the month and nine weeks receive prizes for their hard work.







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Extracurricular Activities at CMS

Clubs and Activities

The clubs available at CMS are listed below along with the sponsor's name:

- Art Club—Ken Suttles
- Band—Andrew Bennett & Zach Williams
- Builders Club—Ashley Croft & Caralee Williams
- Chess Club—Russell Bullock
- FBLA (Future Business Leaders of America)—Whitney Peavy
- FCA (Fellowship of Christian Athletes)—Benita Lott & Heather Stodghill
- FCCLA (Family, Career and Community Leaders of America)—Tara Carver
- National FFA (Future Farmers of America)
 —Jamie Stodghill & Courtney Branch

- 6th Gr. National Junior Honor Society—Jenifer Raulerson
- 7th Gr. National Junior Honor Society—Denise Steptoe
- 8th Gr. National Junior Honor Society—Amanda Wildes
- Imagine Me—Gail Floyd
- River Rats—Ken Suttles
- Science Club—Julie Anderson & Donna Dixon
- Student Council—Ava Hancock, Rachel Pace, & Rebekah Purvis
- TSA (Technology Student Association)— Zena Born
- Yearbook Staff—Sonya Malphus

Sports

Listed below are the athletic opportunities available to students at CMS:

Baseball	Cross Country	Soccer	Tennis
Basketball	Football	Softball	Track
Cheerleading	Golf	Swim	Wrestling

Important Websites:

CCBOE—http://coffee.k12.ga.us/

Bus Routes—http://transportation.coffee.k12.ga.us/elinkrp/ (Username & Password is "guest".)

Study Island—http://www.studyisland.com/

USA Test Prep—http://www.usatestprep.com

Georgia Department of Education—http://www.gadoe.org

Georgia Academic Standards—http://www.georgiastandards.org

GA College 411—http://www.gacollege411.org/









Coffee Middle School Website

Parent Portal

Coffee County Bus Route Information

We have spirit, how about you?

Go Trojans

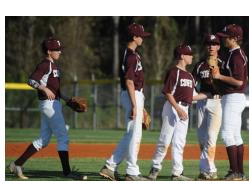
















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Trojan Journal

Write your questions, thoughts, and/or goals below.

Coffee Middle School

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