



Parent & Student Handbook 2023-2024 School Year

***This handbook is organized by topics in alphabetical order**

**Coleman Middle School
3057 Main Street
Duluth, GA 30096**

(678) 407 – 7400

Website: <https://www.gcpsk12.org/ColemanMS>



@colemanms546



@colemanms546



@coleman.middle

The purpose of the Parent & Student Handbook is to provide Coleman families with school policies and procedures...Please keep this handy throughout the school year as a quick reference. The officers, employees and officials identified in this procedure/process/practice/manual/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure/process/practice/manual/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

GWINNETT COUNTY PUBLIC SCHOOLS

VISION STATEMENT

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

MISSION STATEMENT

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills and behavior for each student resulting in measured improvement against local, national, and world-class standards.

COLEMAN MIDDLE SCHOOL

Vision

Coleman Middle School will become a student-focused community which promotes life-long learning and real-world problem solving through the integration of **Science, Technology, Engineering, Arts, and Math** in a global learning community.

Mission

The mission of Coleman Middle School is to provide students with rigorous and innovative learning opportunities using **Project / Problem Based Learning (PBL)** which promote collaboration, critical thinking, community, and creativity.

Beliefs

- We believe all students can be successful through the implementation of our instructional framework.
- We believe, with support from faculty, parents, and our community, students will be empowered to take risks.
- We believe in using interests, strengths, and talents to encourage and support learning through the 5 E approach—engage, explore, explain, extend, evaluate.
- We believe cultivating a positive learning environment in every classroom is critical.
- We believe in building life-long learners—including students, parents, teachers, and the community – through the STEAM experience.
- We believe all teachers and students are innovators.

Coleman Middle School Administration:

Dr. Gypsy Hernandez
Principal

Dr. Cynthia Tookes
Assistant Principal
6th Grade

Kim Booth
Assistant Principal
7th Grade

Jamie Larkin
Assistant Principal
8th Grade

Student Hours: 8:50 a.m. - 4:00 p.m.
 School Hours: 9:15 a.m. - 4:00 p.m.
 Office Hours: 8:30 a.m. - 4:30 p.m.

*Students will not be allowed to enter the building before 8:50 a.m. Do not drop off students early and have them wait outside as there is no adult supervision. This is for your child's safety. Students dropped off after 9:15 must check in at reception.

To optimize instructional time our bell system is as follows:

<u>6th Grade</u>	
9:15 - 9:45	Homeroom and Morning Meeting/ Advisement/CATS
9:45 - 11:15	1st academic
11:15 - 1:15	2nd academic/lunch
1:15 - 2:45	3rd academic
2:45 - 4:00	Connections
<u>7th Grade</u>	
9:15 - 9:45	Homeroom and Morning Meeting/ Advisement/CATS
9:45 - 11:15	1st academic
11:15 - 12:30	Connections
12:30 - 2:30	2nd academic/lunch
2:30 - 4:00	3rd academic
<u>8th Grade</u>	
9:15 - 9:45	Homeroom and Morning Meeting/ Advisement/CATS
9:45 - 11:15	1st academic
11:15 - 1:15	2nd academic/lunch
1:15 - 2:30	Connections
2:30 - 4:00	3rd academic

AFTER SCHOOL EVENTS:

Students can not attend after school events unless they are accompanied and supervised by a parent during after school events, with the exception of grade level socials. Unsupervised students won't be allowed to remain at an event. The student will be escorted out of the event, parents will be called for pick up, and any ticket money will be reimbursed. District and school code of conduct applies during any school- sponsored event, regardless of location and time, and students not meeting school expectations may receive consequences.

ATHLETICS

Information about athletic programs is published on the school newsletter (The Coleman Connection that is delivered via email and text on Fridays).

ATTENDANCE

Regular school attendance is essential for a quality education. The time missed from class results in a loss of many educational experiences. To be successful in school, students must be on time to school, remain in school until the end of the day, and be at school every day possible. We encourage you to make every effort to schedule dental and doctor appointments after regular school hours. Students arriving after 9:15 A.M. are counted tardy. In order to be counted present, a student must attend at least half of the school day (approximately 3 hours, 20 minutes). The cutoff time is 12:40 P.M.

Students will be considered truant after five (5) unexcused absences. Also, students who are 14 years of age and above, and have 10 or more unexcused absences, will be unable to obtain, keep, or renew a driver's or learner's permit. Excessive absences/tardies may warrant an attendance review committee meeting with the county social worker to review an attendance plan.

Check In

When a student arrives at school after 9:15 a.m., he/she must sign-in at the front office. It is not necessary for parents to accompany students to the office; however, the school must have a note indicating why he/she is late. The note should be given to the front office. The student will be given a hall pass to class after signing in. Drinks are not allowed in classrooms. Students carrying drinks will be asked to finish them in the front office before going to class.

Check Out

If a student is to be checked out prior to dismissal, parents must come to the office **before 3:30 P.M.** and ask a school clerk to call for the student. The parent must sign the student out before the student can leave the building. **Proper identification is required.** It is helpful for the parent to know which class the student is in at the time the parent wants him/her dismissed.

Excused Absences

In the case of a necessary absence from school, a student must bring a written excuse from the parent/guardian stating the reason for the absence. This excuse must be given to the grade level office on the day the student returns to school. Excuse notes for multiple periods of absence are not allowed.

State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
7. Public school students whose parent or guardian is in military service and who is being sent overseas for active duty or returning from active duty are allowed five excused absences per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such deployment or during leave.

Unexcused Absences

Family trips are deemed **unexcused** and must be recorded as such.

If a student accumulates 10 or more unexcused absences a Student Attendance Review committee meeting will be held. Excessive unexcused absences may warrant a doctor's note for future absences. For work missed during absences due to prearranged unexcused trips, **the student is responsible** for the following:

1. Staying current with his/her classes and completing assignments;
2. Taking tests over material covered during his/her absence
3. If an assignment sheet is given prior to absence, it is expected that work will be turned in the day the student returns.

BALLOONS & GIFTS

If students receive balloons or other gifts during the academic day, those items will remain in the front office for parent pick-up. Balloons are also a safety issue and are not allowed on the school bus.

BEHAVIOR MANAGEMENT

Coleman MS follows Positive Behavioral Interventions and Supports (PBIS), GCPS Board of Education policy, and GCPS Code of Conduct for behavior management .

As part of our PBIS program we have classroom and school wide behavior matrices to teach expectations, a student acknowledgement system that include weekly, monthly, and quarterly rewards, and a 9 Step Behavior Management System. We also provide a variety of student interventions and support throughout our program.

COLEMAN MIDDLE SCHOOL BEHAVIOR MATRIX

		Hallway	Restroom	Cafeteria	Car Rider Lane and Bus Lane	Outside	The Coleman Experience
P A W S	Problem Solve	Use quiet voices Keep moving	Report concerns to an adult	Enter quietly and follow the assigned path Wait your turn in line	Go quickly and directly to your destination Have all your materials with you	Keep up with your belongings	Use technology for school purposes only
	Aim High	Go directly to your destination Keep your phone in your backpack	Go in and out quickly Keep the restroom intact	Clean your space Use an inside voice	Be on time Keep your phone in your backpack (cellphone free zone)	Show self control	Engage in the EDP process Dress for success on showcase days
	Work Collaboratively	Walk in a line on the right	Honor privacy Whisper volume	Be kind Keep food and hands to yourself	Keep hands to yourself	Show good sportsmanship Keep your hands to yourself	On PBL work days, stay on task and clean-up after yourself
	Set a Positive Example	Be courteous Be respectful Hold the door for others	Keep hands to yourself Flush then wash hands Keep the restroom clean	Ask permission to leave your seat Remain in your seat until dismissed	Be respectful to all	Pick up after yourself	Actively listen to presentations and speakers



Coleman MS' Behavior Management Steps 2023-2024

Infractions *Per Semester	Consequence *Teacher interventions are provided with each step	Infraction Type
Step 1	Verbal Warning	Classroom Managed
Step 2	Silent Lunch	Classroom Managed
Step 3	Loss of Brain Break Time	Classroom Managed
Step 4	One Period of On-Team Isolation	Classroom Managed
Step 5	Parent Conference	Classroom Managed
Step 6	One Period Grade Level Detention	Minor
Step 7	Administrative Conference	Minor
Step 8	All Day Off-Team Isolation	Minor
Step 9	Administrative Office Referral *After step 9, back to step 6/Consult with AP if recurrence	Major

Classroom managed infraction - Documented in the teacher team Behavior Management Log

Minor infraction - Documented on the student individual record (school access)

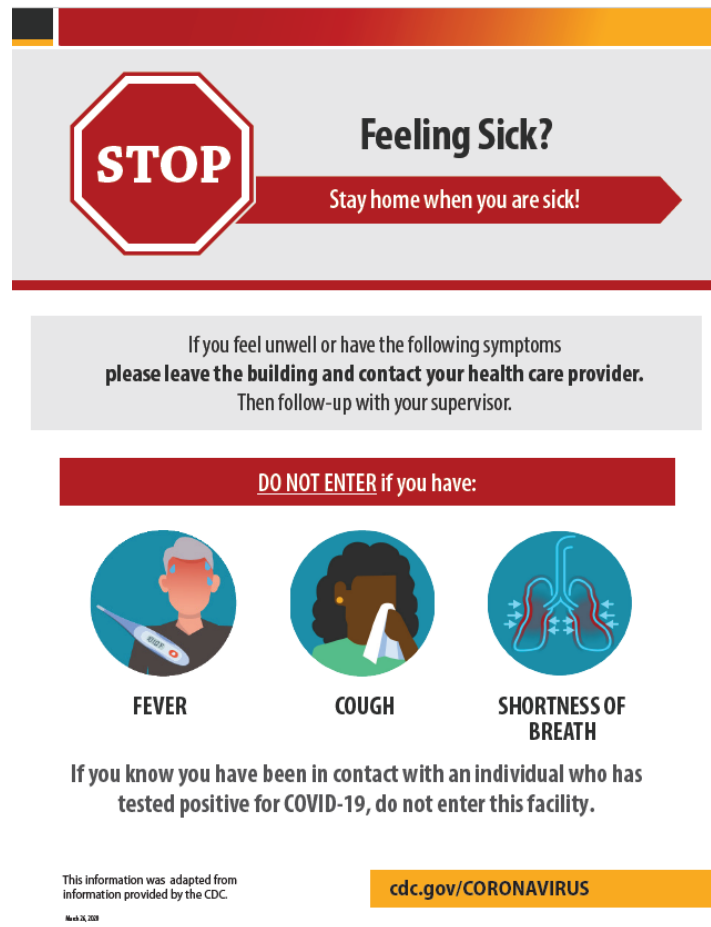
Major infraction (Office Referral)- documented on the student individual record (district access)

*Guidance provided by GCPS BOE Policy and GCPS Code of Conduct

**Infractions compromising safety and/or causing significant disruption of the learning environment will receive an office referral

CLINIC

The Coleman clinic is available to students who get hurt at school, feel ill, or need to take medication during the day. Parents will be called if students are too sick to remain in school or have been hurt. When your child is ill or not feeling well at home use your best judgment about sending him/her to school. We do not want to risk infecting others. In the event that your child is diagnosed with an infectious or contagious illness/disease please notify the school so that we may take proper precautions to limit spreading the illness.



It is imperative to update telephone numbers and emergency contacts with the school so that in the event of an emergency involving your child we can reach you quickly. These numbers can be updated through the parent portal at any time.

Prescription and/or Over the Counter Medication

Parents must come to the clinic to complete the appropriate paperwork for dispensing of medication at school. **STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO AND FROM SCHOOL.** This is a policy that must be respected for the safety of all students.

CLUBS

A list of club interests and teacher sponsors is generated at the beginning of each school year. Information regarding the final list of and how to register is shared with students and parents during the month of August via, homeroom, the weekly newsletter (The Coleman Connection that is delivered via email and text on Fridays), and the website. Once students are selected, the teacher sponsor will send a confirmation email to the parent. Clubs start after labor weekend.

COMMUNICATION

Daily Communication

Teachers provide timely information regarding student progress through weekly progress reports. Parents should have access to a student's grades and attendance through ParentVue and student's Myeclass(parent/student portal). To sign up, stop by the front office and complete the form. Photo ID is required.

Weekly Communication

Progress reports are sent home every week **via email**. The school's newsletter, The Coleman Connection, is sent via email and text message every Friday.

Every 18 weeks

Report cards are mailed home at the end of each semester.

Communication with teachers

Your student's teacher is always the most appropriate first contact. If you would like to speak with a teacher regarding your child's progress, please email the teacher to schedule a conference.

We do not interrupt teachers during instructional time nor during arrival and dismissal. Therefore, conferences will be scheduled in advance during an agreeable time for both parties.

Coleman teachers and staff have the same ending to their email address: @gcpsk12.org You will need to insert the teacher's name and the period symbol (.) in between first name and last name Example: firstname.lastname@gcpsk12.org. **Please DO NOT e-mail a teacher through Google; please always use the GCPS e-mail address.**

Communication from the school.

SCHOOL WEBSITE, SCHOOL NEWSLETTER (COLEMAN CONNECTION), AND VIDEO MESSAGE

It is the desire of the school to provide timely communication with tools commonly used by society today like phone, email, text, etc. We understand that some families may not have email addresses and we will continue to provide hard copies of school communication on an as needed basis. We intend for our school website and our weekly newsletter (The Coleman Connection that is delivered via email and text on Fridays) to be user friendly and to have "just in time" information to assist you. We recommend that you bookmark the school website on your computer for easy access and to open the link to the Coleman Connection and its video message sent via email and text message every Friday.

As a STEAM school, we share our school story via social media. If a student or parent would like to avoid being photographed as part of school activities, reach out to the homeroom teacher and grade level Assistant Principal.

COUNSELOR

Mrs. Dianne Parker and Mrs. Bolaki Orokunle are Coleman Middle School's school counselors.

The mission of GCPS school counselors is to assist in removing barriers to students' academic

achievements and to promote a safe and secure environment by providing developmentally appropriate counseling services based on best practices.

Coleman Middle School counselors provide guidance through individual counseling/planning, small group counseling, large and small group guidance, classroom guidance, and parent and teacher consultation. Additionally, the counselors coordinate school-wide programs designed to enhance student success and encourage family involvement in the learning process.

When should I contact the counselor?

When your student is having difficulty achieving academically.

When family changes interfere with academic progress.

When you want to become more involved in your student's educational and career choices.

When you need help to interpret tests and school records and track school progress.

When you want to discover available community resources and agencies for your student or your family.

DIGITAL LEARNING DAY (DLD) EXPECTATIONS

It may be necessary during the school year for students to participate in the learning process through a digital platform as opposed to face-to-face instruction. Coleman Middle School will continue with high levels of teaching and learning even when the experience transitions virtually. During each DLD, students are expected to log into eCLASS, Google Classroom, and Zoom at the appropriate times if needed, and participate in all learning activities. Teachers will assign graded practice, and students are expected to complete assignments by the due date. While faculty and staff members will provide the necessary support, students will be held accountable for their digital learning.

DRESS FOR EXCELLENCE

Students are encouraged to dress appropriately for the school setting, safety, and suitable to weather conditions.

- The chest area, midriff, and upper thighs (full torso) should be covered at all times. Pajamas are allowed during pajama days.
- Hats, hoodies, bandanas, and sweatbands should not be worn in school.
- Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence.
- Students should wear shoes that allow for safe travel.

Students and parents will be asked to assist in making the attire suitable for a learning environment. Students not wearing appropriate attire will be given the opportunity to call parents and/or change into donated clothing.

ELECTRONIC DEVICES:

Students are not allowed to use their personal devices at Coleman MS between arrival and dismissal. The procedure shown below is also included on the student agenda book.

Students must power down their personal devices and keep them in their backpacks while on school property. School-issued Chromebooks must be kept in their bag while walking around and in outside areas and they should be used only for school-related purposes and in accordance with teachers and staff directions.

Students who don't follow expectations for the use of electronic devices will first receive a verbal reminder. On a second incident, their device may be taken and secured in the front office for student pick up at dismissal. A third incident will be referred to the grade level Assistant Principal as an office referral and parents will be called.

If a student needs to use the phone, there is a designated phone in the grade level offices and it can be used at teacher's and administrator's discretion. Classroom instruction cannot be interrupted to call students to the office to talk on the telephone. Emergency messages will be delivered to the student via the teacher.

ELIGIBILITY (ATHLETIC)

Only 7th and 8th grade students who are in good standing in terms of academics and behavior are allowed to participate in tryouts, practices, and game events. Academic eligibility is determined on the first day of the semester and is based on students having passed four of five courses the previous semester. (Connections = 1 course)

EVACUATION PROCEDURES

Each year Coleman Middle has evacuation drills so in case of an emergency the teachers, staff, and students are well prepared. These procedures are developed so that every parent can become familiar with the emergency evacuation check-out procedures in case we would need to evacuate.

Please be assured that the Coleman Middle teachers and staff will do everything possible to ensure the safety of your child(ren). If we ever have to evacuate, remain calm and listen to the school staff. Remaining calm will help us ensure the safety of all students and faculty.

- Parents **cannot** check out students until all students arrive safely and are accounted for at the reunification site.
- Students will be dismissed upon parent arrival.
- ALL parents will be required to show a PICTURE ID. This will be checked against the student's information card.
- Runners will be positioned behind a Check-Out Monitor at each table. The monitor will approve the parent checkout and the runner will bring the children to a designated parent pickup area.
- Once a runner has been assigned to get your child/children, we ask that all parents wait in a designated pickup area located. This area will be identified at the site.
- Parents **MAY NOT** pick up other parent's children unless it is indicated on the student information card.
- Please make sure anyone authorized on the student information card to pick up your child

during an emergency is familiar with the check out procedure, grade level and teacher's name for your child/children. Parents may update the student information cards in the school office with the names of people who can pick up your child during an emergency.

In an actual emergency, check your local TV and radio stations, the GCPS news station, GCPS website, the school website, and school social media. In the event of an evacuation you will be notified as soon as possible via school notification email or text alert.

FIELD TRIPS

Field trip fees will be paid through MyPaymentPlus. Signed permission forms are required.

GYM LOCKERS

Gym lockers are not the private property of the students. Lockers are issued to students as a service and for their convenience. Students are responsible for the contents of their lockers. Lockers may be searched at any time without the student's consent.

HANDICAPPED ACCESS/MOBILITY IMPAIRED

Gwinnett County Public Schools wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.

HARASSMENT

Harassment and/or bullying are not tolerated. If a student feels that another student is harassing him, it should be reported immediately to a counselor, teacher, or administrator.

HELP SESSIONS

Help sessions will be held beginning at **8:20 on Fridays only.**

If a student arrives on property, they must enter and participate in the Help Session. Students will not be admitted to classrooms before 8:50 AM on non-help session days unless they have made prior arrangements with their teacher.

HOMEWORK

Homework is an extension of the learning process that reinforces skills that have been taught in class. Homework is a way to keep parents informed and involved with the child's schoolwork. It is also a method of helping students establish self-discipline and study skills. Time spent on homework should promote productive and positive experiences.

Coleman Middle School teachers and administration believe homework does play a vital role in our students' overall achievement. Students and parents must be engaged in work at home and must be invested in appropriate practice time to ensure skills are continuously reinforced. We believe assigned homework must be intentional and appropriate; homework should not be long lists of tasks or endless practice problems. Ideally, homework should review the day's work and preview the next lesson in order to allow teachers to teach at a deeper level.

Students have a chance to review, ask questions, and correct their homework during morning help on Fridays starting at 8:20 AM. Homework will be entered as independent practice in the gradebook as 5% of the AKS Progress category.

HONOR ROLL

An Honor Roll is posted each semester to recognize all students who have earned all A's or A's and B's on their progress report.

Honor Rolls for Academic Achievement

Principal Honor Roll - Students earning all A's

Honor Roll – Students earning all A's & B's

The cut-off for year-long awards will be at the end of 3rd quarter.

Award Programs - Award programs honoring students' achievements are scheduled during the months of January and May.

HUMANITIES

Language Arts and social studies will be integrated into one humanities class. While the subject will be taught through an integrated approach, students will receive a separate Language Arts and Social Studies grade.

INCLEMENT WEATHER

The following are GCPS procedures for inclement weather and how the school system handles school cancellations.

GCPS schools and facilities may close in the event of hazardous weather or other emergencies which present threats to the safety of students, staff, or school property.

The superintendent makes the decision about school closing based on a cross-divisional and cross-agency effort, with information from public safety officials, the Georgia Emergency Management Agency, Gwinnett County officials, and the state Department of Transportation. In addition, when inclement weather is an issue, members of the GCPS Facilities and Operations team head out as early as 3:30 a.m. or 4 a.m. to drive roads around the county and assess road conditions. The school system's Transportation staff ensures that buses are operable. (Extreme cold can cause operational problems for diesel buses.) Facilities are checked in the early hours, and GCPS works with power providers, as needed. Local school principals gather information for the leadership team about specific school conditions.

It is more likely for school to be canceled in the early morning— due to dangerous road conditions that formed overnight— than for school to let out early because bad weather is

moving in.

As a rule, the decision to cancel school is made before 6 a.m. The school system immediately notifies all **major radio and television stations** in metro Atlanta. In addition, the information is announced on **GCPS TV** and posted on the **school system's website** (<https://www.gcpsk12.org>)

Should severe weather move into the area during the day, plans to cancel classes will be announced on metro-Atlanta radio and TV stations and on the school system's web site before school is dismissed.

LOST AND FOUND

Lost and found is located in the cafeteria. Any unclaimed clothing is given to a charitable organization at the end of each month.

MAKE-UP WORK

Unless absent, students are expected to submit work to the appropriate teacher when it is due. When absent, it is the student's responsibility to ask for assignments missed. It is the student's responsibility to turn in make-up work; students must e-mail their teacher notifying them they have submitted late work to ensure it has been received. Google Classroom will house assignments and information for the student. As a general rule, students are given two days to turn in make-up work for each day absent. **Meeting deadlines is an important, life-long skill that we must all instill in our students. Late homework is not accepted and is recorded as a zero. Classwork assignments will not be accepted after two weeks past the due date.**

PHONES: SEE ELECTRONIC DEVICES:

PARENT PORTAL

Updated grades are available via the Parent Portal and Parent Vue app, and parents are expected to monitor their child's grades on a regular basis. Contact the clerical staff in the front office to sign up for the Parent Portal and Parent Vue

SCHOOL NUTRITION/CAFETERIA

****If your child is allergic to milk or other foods, please contact the cafeteria manager as well as the clinic worker.**

Gwinnett County Schools Breakfast & Lunch Requirements

Breakfast: A reimbursable meal includes at a minimum, one breakfast entrée, and one breakfast side. At a maximum a child can have one breakfast entrée, and two breakfast sides. Sides include milk, yogurt, and fruit. Ala carte sales policies are the same for breakfast as for lunch. If you are on free lunch or reduced lunch you can receive a free reimbursable breakfast or a reduced reimbursable breakfast. If not reimbursable, you must pay the a la carte sales price.

Students must go to breakfast in the cafeteria directly from drop off or the bus lane. Once

students are in homeroom, they are not allowed to leave their classroom. In order to maximize instructional time, breakfast is grab-and-go after 9:10 AM, and students will have choices of dry-based breakfast items and water.

Lunch: All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components- Fruits, Vegetables, Grains, Meat/Meat Alternate and Milk. A reimbursable meal must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A reimbursable meal must also contain at least one serving of the fruit and vegetable component. Students may take up to 2 servings from the fruit and vegetable component.

Students who bring their own meals are allowed to purchase milk, juice or water to go with their meal but are not allowed to purchase a la carte items.

Cafeteria

Vending machines are NOT to be used during lunch unless a faculty/staff member has given students permission. Parents are always welcome to have lunch with their children at the designated table. Parents should not sit among or with other students. They can bring food to enjoy with their students. **In compliance with state standards, parents are not allowed to bring food from “fast food” restaurants.** We encourage our parents and lunch guests to purchase a school lunch when coming to eat with their child.

MyPaymentsPlus

MyPaymentsPlus allows you to go online and manage your student's meal account. MyPaymentsPlus allows you to make deposits at no cost and create settings to auto-replenish your account or receive free reminders when the balance is low. Go to <http://www.mypaymentsplus.com/> to logon and use MealPayPlus! You will need your child's student number. Ask your child or call the front office for that information.

Extra Servings

Students have permission to purchase additional portions of food **before** they are seated. Once a child has taken his/her seat they will not be permitted to get up. They will be charged the additional entree amount at the register.

Bringing Food/Drink to School

Students may bring an individual dry snack or fruit and water to school to be eaten during the instructional day at the assigned snack time.

SCHOOL INSURANCE

Brochures on school insurance are available in the school office and on our school website.

SCHOOL SAFETY

We take a proactive approach to school safety. Included in this effort are the following:

- External doors remain locked at all times
- Visitor management system to gain entrance

- School Safety Plan and School Safety Team
- Fire drills
- Bus evacuation drills
- Tornado drills
- Lock down drill
- Faculty and staff training on safety and emergency procedures
- Supervision during class changes
- Monitoring of bus arrival and dismissal
- School Resource Officer
- Police security at basketball games
- First Response for medical assistance
- First aid and health information through Health classes
- State immunization requirements
- Student check-out procedure
- Counseling services based on student need or in time of crisis
- County help hotline (770-822-6513)

STUDENT ACADEMIC INFORMATION

GCPS Promotion Criteria can be found at <https://www.gcpsk12.org/Page/24018>

Note: Students will receive a separate grade for Language Arts and Social Studies in humanities.

STUDENT RECORDS

Changes in student records

In order to keep our records current, please notify the office immediately of a change in any of the following:

- *Address (documentation of proof of residency required)
- *Telephone numbers
- *Change in guardianship
- *Person to call in case of emergency or when the parent cannot be reached

Withdrawal Procedures

- Please notify the registrar at least 48 hours before your child is to withdraw from school.
- A *Record of Pupil Withdrawal Form* will be sent home on the last day of attendance and should be given to the new school upon enrollment.
- Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.

TELEPHONE

If a student needs to use the phone, there is a designated phone in the grade level offices and it can be used at teacher's and administrator's discretion. Classroom instruction cannot be interrupted to call students to the office to talk on the telephone. Emergency messages will be delivered to the student via the teacher.

Students are not allowed to use their personal devices between arrival and dismissal.

TEXTBOOKS, EQUIPMENT, INSTRUMENTS, AND SCHOOL-ISSUED ELECTRONIC DEVICES

All materials, textbooks, equipment, instruments, electronic devices, are purchased by the taxpayers of Gwinnett County through Gwinnett County Board of Education. CMS is authorized by the School Board to issue and/or loan materials, textbooks, equipment, instruments, electronic devices, to students for their use during the school year. It should be noted all CMS classes use digital textbooks which can be located on the student portal. Starting in 2022-2023, all students in GCPS will have access to a Chromebook and a charger checked out to them to carry at school and take home everyday.

The student and his/her parents are responsible for returning all materials at the end of each school year when an inventory is taken. Students will be charged for items lost or misplaced.

The student and his/her parents are also responsible for losses, damages, or vandalism, whether accidental or purposeful, that occurs to any material, textbook, equipment, or instrument that has been issued or loaned to a student.

TRADING OR SELLING ITEMS

Students are not allowed to sell or trade items at school. The school should also not be used as a place for distributing items sold outside the school. Distribution of non-school materials is not allowed and will result in a discipline referral.

TRANSPORTATION

General Reminders:

Parents please be advised that during morning drop off and dismissal, Coleman Middle School will provide student supervision while students are on school property. No students should be dropped off and/or picked up on any of the immediate streets surrounding Coleman. Riding the bus ensures a safe and secure arrival and dismissal for students at Coleman Middle each day. We encourage all students to ride the bus in an effort to ease the congestion that is created on Hill Street and Brock Road.

Transportation Dispatch (For specific daily information about a route) : 770-513-6686

Transportation Concerns: Contact the student grade level office.

Bus Riders

Students are dismissed in two loads when buses arrive at Coleman. The first load is usually around 4:15pm and the 2nd bus call around 4:30. Please check with GCPS transportation during Open House to receive a bus number and route times.

Car Riders

We ask that you read the following procedures carefully to ensure that your child will be safe each school day if they are being transported by car. Please go to <https://youtu.be/0byEZnZCLqM> to view the car riders procedures video. Morning drop off and dismissal are done at the back of the

building.

Morning drop off:

1. Students may not be dropped off before 8:50 AM as we cannot guarantee adult supervision until that time.
2. Morning drop off for students will take place in the back of the building, in the car rider lane. We will use the entire sidewalk of the car rider lane to unload students. Please do not park your car in the parking lot, on Brock Rd, on Hill Street, or in neighborhoods to send your child or walk your child across the car rider lane. If you have business in the building, please enter through the front doors of the school.
3. *Our staff will close the car rider line at 9:15 AM.* Students will be marked tardy if they are not in their classroom by 9:15 AM. If they arrive after 9:15 AM, parents need to park in the front on Main Street. Do not enter the bus lane until after 9:20 AM.

Afternoon Pick Up:

1. At the end of the school day, children will remain in the car rider lane area until someone picks them up from school. To pick up your child, you must enter through Brock Road and proceed through the back parking lots to the car rider lane, following the directions of our staff (Please go to <https://youtu.be/0byEZnZCLqM> to view the car riders procedures video).
2. Do not pull around other cars in the line or park your car and walk up to get your child.
3. Your car must be totally stopped before your child will be permitted to step out to enter your vehicle.
4. Please remain in your car at all times.
5. Students who are not picked up by 4:30 PM will move to the front of the building with staff. For the safety of our students, please do not enter the bus lane before 4:30 PM.
6. In the event of inclement weather during pick up, students are dismissed from the gym. Please place a sign in the window with your student's name to quickly identify who you extracurricular need and call on the radio. Students will be listening in the gym for their names.

Our students' safety is of utmost importance. We would like everyone to adhere to these procedures to ensure safe and efficient transport. Failure to follow the above procedures will result in your Car Rider privileges being revoked; your child will then need to be transported home by bus. Thank you for doing your part.

Walkers & Bike Riders

Morning:

Walkers and bike riders should enter the building using the door located by the gym. Walkers must always use public sidewalks. Bike riders may use the bike rack located behind the school. Please secure your bikes to the rack as Coleman Middle is not responsible for lost or stolen property.

Afternoon:

Bike riders exit through the back of the building. Walkers exit from the front entrance of the school. Dismissal time is 4:00 PM.

After school events:

Specific instructions for drop off and pick up will be provided for extracurricular activities as needed.

VISITOR CHECK IN/OUT

Visitor Check-In and Class Visitations

Pursuant to Gwinnett County Policy KM, the following practice is in place at Coleman Middle:

Any visitor with legitimate business on school grounds must sign in via the front office and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools places the following limits on classroom visits:

During School Hours

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by the Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. Guidelines for class visitations at Coleman Middle School are as follows:

- Requests must be submitted through the grade level assistant principal
- A school administrator will accompany the parent/guardian on the classroom visit
- Class visits should last no longer than 30 minutes
- The parent/guardian shall have no contact with teachers or students during the classroom visit
- The parent/guardian shall not audio record, video record, or take pictures during the classroom visit

Students should not bring student visitors to school.

We encourage parents to visit the school, but for the protection of all children, parents and visitors **must** check in and out through the office and receive badges. During these visits, the regular school program must continue. An appointment must be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without adult supervision.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

**Thank you,
Coleman Middle School Administration.**