



STUDENT & FAMILY HANDBOOK

2024-2025 School Year

School Motto

Strive for excellence – No Excuses

Taylor Road Middle School
5150 Taylor Road
Johns Creek, GA 30022
(470) 254-7090

<https://taylorroad.fultonschools.org>

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Mission Statement

Taylor Road Middle School is a team of educators, parents, and community members committed to young adolescents. By providing knowledge and skills that promote greater academic achievement, personal growth, global awareness and opportunities for success in a safe and positive environment, our students will be prepared for the future. A strong academic program which highlights social diversity will reaffirm cultural differences and the common values that hold our society together. As we strive to develop a strong school community, our students will become responsible young citizens who can adapt to an ever-changing world.

Vision Statement

Our vision is for everyone to feel proud to belong to the Taylor Road community

PBIS Matrix

The following is our Positive Behavioral Interventions & Supports Matrix.

3R's What does it look like to be **RESPECTFUL**, **RESPONSIBLE** and **READY TO LEARN**?

RESPECTFUL				
CLASSROOMS Keep hands, feet, and objects to self. Use respectful language.	HALLWAYS Use inside voices. Respond respectfully to adults and peers. Be helpful to others.	RESTROOM Use inside voices. Honor privacy of others.	CAFETERIA Use inside voices. Speak respectfully to cafeteria staff.	TECHNOLOGY Think before you speak or type. Keep phone in locker.
RESPONSIBLE				
CLASSROOMS Follow teacher directions. Work only on assigned tasks.	HALLWAYS Always have a pass from staff. Walk at all times. Clean up after yourself. Follow locker schedule.	RESTROOM Leave it clean. Report all problems to an adult.	CAFETERIA Clean up after yourself. Raise hand for permission to get up. Wait for dismissal. Follow adult directions.	TECHNOLOGY Use device as instructed. Use only teacher selected websites.
READY TO LEARN				
CLASSROOMS Be on time. Have all class materials and assignments ready.	HALLWAYS Walk directly to your destination.	RESTROOM Be efficient and return to class quickly.		TECHNOLOGY Be on time. Have all class materials and assignments ready.

STRIVE FOR EXCELLENCE! **TAYLOR ROAD MIDDLE SCHOOL**

Student Conduct

One of the goals of middle school is to develop a sense of responsibility and self-discipline in students. It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline, a close, cooperative relationship must exist between the home and the school. In an effort to promote student growth in these areas, all Taylor Road Middle School students are expected to behave in a positive manner conducive to learning. Fulton County policies and procedures will be followed in all disciplinary cases. Please refer to the [Fulton County Code of Conduct](#).

TRMS School Expectations

In order for Taylor Road students to strive for excellence with Tiger Pride, it is the expectation that they are respectful, responsible, and proactive in all areas.

Students have a RESPONSIBILITY to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, in route to and from school, at bus stops, at any school related activity, and in the classroom so as not to interfere with the rights of others to learn.
5. Accept the consequences of their own actions and follow discipline guidelines adopted by the school and district.

Students have the RIGHT to:

1. Have access to a copy of the [Fulton County Code of Conduct](#).
2. Discuss educational concerns with teachers and other school staff members.
3. Receive special help as needed from professional staff members.
4. Receive fair discipline without discrimination in every aspect of the educational system.
5. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
6. Review their own records within the appropriate guidelines.

Bullying and/or Harassment

TRMS is dedicated to creating a positive learning environment for all. School personnel will handle harassment and/or bullying complaints very sternly, quickly, and with the utmost confidentiality to protect students. Cooperation and help are needed to make this a safe, orderly, and friendly school for all students. Since negative behaviors like harassment and/or bullying usually happen when adults are not present, it is important for students to inform their teachers or other school personnel when this happens.

Tardiness to Class

Students have 4 minutes between classes and are expected to be on time. If a student is tardy to class, it will be noted by the classroom teacher. After three (3) tardies, the student will receive a detention.

Detention Policy

Detentions will be assigned to students whose behavior does not improve after the initial warnings. Detentions are served on select days after school. Students will receive a detention form from the assigning teacher to be signed by the parents/guardians. Failure to serve a detention at one of the specified dates/times on the form will result in a referral to an administrator; unserved detentions may result in assignment of in-school suspension.

Attendance

Regular attendance is essential to the learning process. Students who are absent from school miss a variety of educational experiences shared with their peers. TRMS will follow [FCS Attendance and Absences District Policy](#).

Excused Absences:

A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election

- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence:

Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

Late Arrivals and Early Dismissals

It is the responsibility of students to arrive at school on time. Students who arrive at school after 9:00 AM must report, immediately upon arrival, to the office with their parent or guardian to be signed in. If a student needs to be picked up before school is out, the parent or designee must come into the school office and sign the check-out sheet. Students with excessive, unexcused tardies will be referred to the school administration and social worker.

- Office staff will not be available to locate students based on telephone requests except in the case of extreme emergency situations.
- Early dismissal ends at 3:30 PM.

Reporting/Documenting Absences

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email or handwritten note to the school to document a student absence. The following must be included in all documentation:

- Student Name
- Grade level
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Grading Policy

Students receive progress reports every 4 ½ weeks during the semester. These progress reports are snapshots of the student's progress to that point. Final grades for core academic courses are received at the end of the semester (18 weeks). Each semester is a separate grading entity. The course yearly average is obtained by averaging the two, end-of-semester grades.

[Fulton County Schools Grading Policy as of August, 2024.](#)

Grading Categories

Student grades will be determined by using the following categories:

- Major: An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- Minor: An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- Practice: Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Weights

- Majors: 50%
- Minors: 40%
- Practice: 10%

Grading Scale

A	90 and Above	C	70-79
B	80-89	F	Below 70

Report Cards and Progress Reports

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis throughout the school year. This can be done electronically or by sending a paper copy home. At the end of each semester, students will be issued a formal report card to represent the student's final semester average.

Recovery

Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered.

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to **one** recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.

Missing/Late Work

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Academic Honesty

One important aspect of a student's education process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working individually, plagiarism (to take and use as one's own the writings or ideas of someone else) and other related acts. Repeated violations of academic honesty will result in a referral to an administrator.

The following situations would be examples of academic dishonesty:

- Misrepresenting someone else's work as one's own
- Giving answers to specific questions from a test to others between classes
- Plagiarism (to take and use as one's own the writings or ideas of someone else)
 - ◆ Copying something directly from a website or other source to take and use as one's own work
- Purposefully looking at someone else's paper during a test
- Copying someone else's homework
- Giving someone else homework/class work to copy

Promotion and Retention

[Fulton County Schools Promotion and Retention Policy](#)

In support of student success, Fulton County Schools recognizes the progression of students from one grade level to the next should be continuous and that students have a right receive instruction for their course and/or content standards for which they are enrolled. The decision to promote or retain a student shall be made using a variety of assessments of a student's mastery of academic standards and readiness for the next grade including, but not limited to, state-approved assessments. Retention decisions can only be made if there is documented use of support through early diagnosis and intervention, the Multi-Tiered System of Supports (MTSS), the Response to Intervention (RTI) process, and the Student Support Team (SST). Retention of students for athletic purposes is prohibited.

Technology/Devices

Technology Acceptable Use Policy

Each student, parent, and staff member must read, sign, and agree to abide by the Technology Acceptable Use Policy Guidelines & Fulton County Personalized Learning Device User Agreement before gaining access to the school's network and computer workstations. Visit <https://www.fultonschools.org/studentfocusedlearning> to see the user agreement as well as additional information on personalized learning and devices. Students are not permitted to install any software or app on any Fulton County computer or device without explicit permission. If a student uses the Internet inappropriately, he/she will receive a warning and/or face discipline consequence.

Damage/Loss

If a student's school-issued device or any technology of school property is lost or damaged, whether by neglect, intent, or by accident, it may incur a fine. The damage and loss fine schedule is listed in the Fulton County Personalized Learning Device User Agreement (see link below). This agreement is signed by the student and a parent/guardian at the beginning of each school year. More information about personalized learning, device usage, and fines can be found on the on the Fulton County website: <https://www.fultonschools.org/studentfocusedlearning>.

Cell Phones/Personal Devices

[FCS Student Code of Conduct](#) states, "In grades 6 through 12, the use of PCDs [e.g., cell phones, tablets, recording devices] is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member." Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission may result in the personal communication device being confiscated by school personnel. Students can retrieve their device from the front office at the end of the day. After repeated violations, the device will only be released to the parent or guardian who must come to the school to personally retrieve the device.

Inappropriate Recording & Distribution of Media

[FCS Student Code of Conduct](#) states, "The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web based media is also strictly prohibited. Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension. ***Please Note: If a student violates this rule which leads to the student's personal communication device being confiscated by school personnel, it will only be released to the parent or guardian who must come to the school to personally retrieve the device.***"

Headphones/Earbuds

Students are expected to bring headphones or earbuds every day to school. Students should use earbuds or headphones as requested for a classroom activity by their teacher(s). Students should put away earbuds after class. Students misusing earbuds, such as wearing them at non-permitted times, connecting wireless Airpods or other earbuds to personal devices or students walking around the building with earbuds around their neck or in their ears will have the earbuds taken and given to the grade level administrator for afternoon dismissal pick-up. Repeated violations will result in disciplinary action and may require parent pick up.

Dress Code

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing, apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. For security reasons, hoodies and hats are not permitted to be worn while in the school building. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.



Cafeteria

The school cafeteria offers several choices of nutritional, well-balanced meals each day. Breakfast and lunch programs are available to each student. Meal prices are subject to change by the Fulton County Board of Education.

Free and Reduced-Price Meals

Free/reduced priced meals are provided for students who qualify for these federal programs. Families may apply online at: <https://www.nlappscloud.com/>

Clinic and Student Medication

The clinic is staffed by a full-time clinic worker. Students must sign in and out upon visiting the clinic. First aid will be administered in the clinic as needed. Each student must have a current clinic form on file in the school, which will be referred to during emergency situations. Parents are requested to notify the school of any changes on the clinic form during the school year.

All students who must take prescription medication during the school day should, upon entering the school premises, turn over such medicine, and required authorization form(s) to the clinic attendant or school secretary for storage until needed. Only students with approved authorization forms will be allowed to carry selected non-prescription medications with them during the school day. Special exceptions are made for inhalers and other prescription medications. Please speak to our clinic attendant if your student has any special needs or if you have questions.

Clubs and After School Enrichment Activities

A wide range of clubs and activities is offered for students before and/or after school. Most organizations do not begin until after Labor Day so students can focus on acclimating to the new school year. A full listing of these clubs and activities is available on [the school's web site](#) and opportunities will be provided for students to enroll in these activities. Students must be counted present at school in order to participate in extracurricular school activities on that day.

Students are encouraged to join in extracurricular activities. If a student is interested in creating a club that is not already offered, they will need to secure a staff sponsor and complete the new club application which can be picked up at the front office.

Communications

School and Home Communication

Every effort will be made to ensure good communication between the home and the school. Please make sure all email addresses and phone numbers are updated with the front office. Email is the primary mode of communication between teacher and parent. Administration and teachers will communicate regularly about school events, grades, and other related activities. Please reach out to us via phone at 470-254-7090.

Communication with Child During School Day

In order to avoid classroom disruption and maximize student learning, students may not be called from class to talk on the phone during school hours. In addition, students may not respond to calls or texts on their cell phones during school hours. Arrangements regarding after-school activities must be made before the student leaves home in the morning.

The school secretaries may not take messages for personal delivery to students. If it is absolutely essential that your child receive a message during the school day, a parent/guardian may ask that his/her child's name be placed on the electronic "Message Board." Students whose names appear on the "Message Board" can then check inside the office for direction or to use the office phone to call their parent. Calls of an emergency nature that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal.

We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, walk, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

Our primary concern is each child's safety. Parents' cooperation is appreciated in this effort.

Campus Parent and Campus Student Portal

The Infinite Campus portals - Campus Parent and Campus Student - provide access to information for all enrolled students in their household. Information includes grades, attendance, assignments, and school announcements.

Have questions regarding your Parent/Student Portal account?

Help is available by calling 470-254-2700

Monday through Friday, 7:30 a.m. - 6:00 p.m. or by emailing campusparent@fultonschools.org

Please click here for more information- [Infinite Campus](#)

Content Testing Schedule

Teachers will work collaboratively to make sure students do not have more than two tests a day in core academic classes. Sometimes it will be necessary to have more than two as per students' schedules and grade level. Testing dates will be communicated via Canvas and the TRMS website.

Field Trips

Grade level and/or team-sponsored day field trips are offered to most students at least once during the school year. Students suspended in or out of school (during the semester that the day trip is scheduled) may not participate. Any student who has demonstrated the inability to follow rules may also be prohibited from participating. This determination will be made by the administration. Students who are suspended in or out of school at any point during the school year may not participate in overnight field trips.

Lockers

Lockers are provided for the safe-keeping of personal property. Payments should be made on the [Fulton Schools Online School Payments](#) system. Lockers are the property of the school and may be checked by school administrators on a random basis throughout the year without prior notice. Students should not alter their locker in any way to prevent it from locking.

Payments

All payments for school-related items and activities should be made on the [Fulton Schools Online School Payments](#) system.

School Governance Council

The School Governance Council is a council comprised of parents, community members, teachers, and the principal who meet monthly to discuss academic achievement, problem solve difficult education problems, and share ideas for school improvement. The School Governance Council creates the school's Strategic Plan and monitors the school's progress on the plan. The council meets monthly at 7:30 a.m. in the Professional Learning Room (PLR) or on TEAMS. The calendar for the monthly meetings is posted on the TRMS website. Meetings are open to the public. School Governance Councils are an integral local school control component of the Fulton County Schools charter district designation.

Transportation To and From School

School Buses

Students are expected to follow the instructions of the driver, and [FCS Code of Conduct](#). Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is left to the discretion of the administrative staff.

Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. If other arrangements are necessary, parents must receive permission from the Transportation Department at (470) 254-7090. Notes requesting bus changes for childcare purposes must be brought to the office by 9:30 a.m. to be approved by an administrator.

Car Riders

Students who are transported in cars should be dropped off in the designated area in front of the school. Automobiles must not drive through or park in the bus loading areas.

When picking a student up at dismissal time, drivers should use the driveway at the front of the building. Cars waiting for students should line up single file next to the curb. Cars arriving first should avoid parking in the special education bus pick-up area at the front of the school. After 4:00, when the special education bus leaves, cars should pull all the way down close to the Media Center to allow sufficient room for others. Students may only enter cars stopped beside the curb as double file pick-up of students is very dangerous. Prior to 4:15 p.m., no students will be allowed in the parking lot area.

Taylor Road employs a school resource officer (SRO), who has full police credentials. The SRO has the authority to issue traffic citations with fines payable to Fulton County municipal government. Your cooperation with this officer and the officer directing traffic at the high school, as well as the faculty and staff of Taylor Road, is expected in order to make dismissal as safe and efficient as possible.

Walkers

Students walking home in the afternoon must stay on the sidewalk and must not enter the parking lot area. Walkers will be assisted by Taylor Road staff in crossing the driveway at the crosswalk near the school. Walkers are to remain on the sidewalk adjacent to the driveway which leads from Taylor Road to the school. Students may not walk home between 9:00 and 4:00 without administrative approval, which will be given only in unusual circumstances.

Important: Students should not go to the Chattahoochee High School campus after dismissal without prior permission. There is very little or sometimes no adult supervision for these students while on the Chattahoochee campus. If a student has parental permission to go to Chattahoochee or elsewhere after school, then he/she must be picked up at Chattahoochee or elsewhere.

Bicycles

Bicycles may be ridden to and from school and must be left at the bicycle rack adjacent to the 200 Hall. For safety reasons, caution should be exercised, and bicycle riders should remain on sidewalks due to extreme traffic congestion at and around the school.

Visitors to the Building

Safety in school is our number one priority. When visiting TRMS, please press the “doorbell” button to the left of the main entrance door to be allowed access into the building. The first time that you come into the building, please bring your Georgia Driver’s License or other government issued ID with you. The front office staff will help enroll you in the Visitor’s System. All parents and visitors must first check in at the main office before going to other parts of the building. A name tag will be printed and must be worn while in the building.

Fulton County Schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parent and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. County-wide science, social studies, and technology fairs provide opportunities for students to display their creative talents. Instructional programs are further showcased through musical and dramatic presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, School Governance Council, and individual teacher-parent conferences.

Volunteers

All volunteers must be registered online with FCS in order to volunteer. In order to volunteer, all interested persons must complete the online training and application. It could take as long as 48 hours for your application to be processed before you will be eligible to volunteer. Click the link: [Fulton County Schools Volunteer Webpage](#). Become a volunteer in 4 easy steps:

1. Complete the mandatory online training.
2. Complete the volunteer application.
3. Wait 24 – 48 hours for your application to be processed
4. Visit the school and begin volunteering (please bring your ID)

Emergency Procedures

Drills

Emergency drills are held on a scheduled basis during the school year. It is important students remain silent and follow all instructions of school personnel during these drills. If a student sees or hears something concerning, he or she should immediately report the concern to a staff member.

Emergency School Closings

Once a decision has been made from the central office to close school due to inclement weather, local TV, and radio stations will broadcast this information. Please avoid calling the school. Each Fulton County school has detailed disaster plans and evacuation plans, which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media and/or school messenger.

Additional information and updates can be found on the [FCS School Closing Page](#).

Evacuation from Taylor Road Middle School

If it is necessary to remove the students from the premises in the event of an emergency at Taylor Road Middle School, students will be evacuated to Chattahoochee High School. Students will be released to parents or guardians from that location.

In case of a tornado during school hours, students will be moved to safe areas within Taylor Road Middle School. Bus drivers are trained in procedures to be used during a tornado in case one occurs when they are in route. Tune to WSB radio (AM 750) and/or television for all emergency broadcasts, system-wide safety and civil preparedness programs.

Information Relating to Evacuation of the Facility

Chattahoochee High School is our first evacuation location. It is close by and provides easy access for our students and staff. If access to Chattahoochee High School were not available to us and it were necessary to evacuate our campus during the school day, we would use *Webb Bridge Middle School.

*Webb Bridge MS may be reached from Taylor Road by turning left off Jones Bridge onto Abbotts Bridge. Turn right at the 1st light, which is Webb Bridge Way. Bear to the left when Webb Bridge Way turns into Webb Bridge Road. The school is on the left.

The school has a complete Emergency Plan, which is kept in the school office.