



“NUTS & BOLTS”

*A Parent's Guide to
Inman Middle School*



Inman Middle School

Dr. Betsy Bockman, Principal
774 Virginia Avenue
Atlanta, Georgia 30306
404.802.3200



**Welcome To
Inman Middle School!**

**Excellence
Everyday**

Quick Contacts

School Contact Information:

Mailing Address: 774 Virginia Avenue, Atlanta, Georgia 30306

Main Office Phone: 404-802-3200

Main Office Fax number: 404-802-3299

School Nurse: 404-802-3212

Inman APS Website: <http://www.atlantapublicschools.us/Domain/1740>

Inman PTA Website: <http://inmanmiddleschool.org/>

Inman Staff:

Principal: Dr. Betsy Bockman, bbockman@atlantapublicschools.us

Assistant Principal: Ms. Emily Boatright, eboatright@atlantapublicschools.us

Assistant Principal : Mr. Michael Ashley, mashley@atlantapublicschools.us

Assistant Principal: Frank Walker, fwalker@atlanta.k12.ga.us

6th/ Grade Counselor: Ms. Tina Blevins, tblevins2@atlantapublicschools.us

7th Grade Counselor: Mr. Jesse Webb, jbwebb@atlantapublicschools.us

8th Grade Counselor: Ms. Sharon Walz, skwalz@atlantaschools.us

Special Needs: Dr. Wilhemena Register, wregister@atlantapublicschools.us

Challenge/Gifted Program: Ms. Emily Boatright eboatright@atlantapublicschools.us

Infinite Campus Coordinator: Ms. Sharon Walz, skwalz@atlantapublicschools.us

Media Specialist: Ms. Laura Kamenitsa, lkamenitsa@atlantapublicschools.us

Inman Athletics: Coach Diane Black, dblack@atlantapublicschools.us

Inman Intramurals: Coach Rachel Dionne, rdionne@atlantapublicschools.us

Parent Organizations:

Inman PTA: www.inmanmiddleschool.org

Inman Local School Council –Dr. Bockman, bbockman@atlantapublicschools.us

Council of Intown Neighborhoods and Schools: www.cinsatlanta.org

Atlanta Public Schools:

APS Main Office: 404-802-3500

APS Transportation: 404-802-5500

APS Website: <http://www.atlantapublicschools.us>

Notes

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Inman Middle School*

2015-2016 Edition

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schools that feed into Grady High School as well as Grady High. CINS’ mission is to influence Atlanta Board of Education policy to ensure on-going progress for all children in the Grady cluster of schools. To meet this goal, CINS conducts monthly community meetings to explore resources, identify critical issues and seek solutions to problems. CINS also awards grants to teachers in the Grady cluster. For additional information, including a list of monthly meetings, please visit CINS’ website (“Quick Contacts”).

CHAPTER NINE: THE HIGH SCHOOL CONNECTION

Grady High School - The Next Step. Henry W. Grady High School is the high school for students zoned to Inman. Starting with the Freshman Class of 2010, all incoming Grady students must choose from one of the four Pathways to enroll in as they enter their 9th grade year. The Pathways are Biomedical Science and Engineering, Business and Entrepreneurship, Law and Leadership and Communications and Journalism. For in-depth information about Grady, Pathways extracurricular activities, school recognitions, sports and the Grady school calendar, as well as how you can get linked into the Grady community via weekly electronic updates, visit the Grady website, <http://srt5.atlantapublicschools.us/grady>.

Inman 8th Grade Transition Out. Before you know it, you’ll have an 8th grader/rising 9th grader! Inman’s 8th Grade Counselor, Ms. Sharon Walz, (“Quick Contacts”) works closely with Grady’s staff to ensure that information about Grady transition dates and registration are provided to the Inman 8th grade community. So....when the time comes to bid your family adieu, you’ll find that your child is not only ready, but extremely well-prepared, for high school and for his/her future pursuits!

**We hope your child has a
great year at
Inman Middle School!!!**

**We know you’ll be there to
help in every way!!!**

their child’s new school operates.

Organizations for Inman Parents. Inman is proud to be the middle school home to students from many cultures. This blend of varying perspectives and backgrounds gives all students a uniquely rich experience and one that is highly valued at our school. To deepen and expand opportunities for all students and their families, all parents are greatly encouraged to offer time, services and creative ideas at Inman. Here are some ways for parents to get involved:

- **Inman PTA.** The PTA’s mission is “every child, one voice.” The Inman PTA is an independent non-profit that supports this mission at Inman by providing start-up funds to each classroom at the beginning of the year as well as teacher grants throughout the year; providing student scholarships for field trips and other events; advocating for every child; providing training programs for parents; and engaging in other significant work aligned with the PTA mission. But they can’t do it without YOU! It is as easy as using your Publix Partners, Kroger or Target card (linked to Inman) each time you shop because every dollar makes a difference. It is as important as joining the PTA because every family makes a difference. It is as gratifying as showing your Inman Spirit by sponsoring a student to attend a field trip with your contributions because every student matters and all parents make a difference! For more information about the PTA and how you may use your talents and donations to support their efforts, contact the PTA (“Quick Contacts”).
- **Local School Council (LSC).** Local school councils, established under Georgia law, are intended to help local boards of education by bringing parents and the community together with teachers and school administrators through a collaborative process. The LSC advises and makes recommendations to the principal, local board of education and local school superintendent on matters relating to school improvement and student achievement. The Inman LSC is an elected and appointed body composed of five parents, one business partner, two certified teachers and the principal. For additional information about the LSC, contact the LSC Chair (“Quick Contacts”).
- **Council of Intown Neighborhoods and Schools.** The Council of Intown Neighborhoods and Schools (CINS) is an independent non-profit that represents the seven elementary schools and three middle

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and to receive the *Inman Insight* electronically. On both websites, you can learn about the school, download forms, view the school calendar and more. So, if you can't find something on one website, then try the other one!!

- **24/7 - Infinite Campus - Parent Portal.** Unlike elementary school, every student has his/her own classroom schedule and every teacher covers material as he/she deems appropriate for a particular class; therefore, Inman classes do not have “Homeroom/Classroom Moms or Dads” to post homework assignments, test dates or project deadlines. Your child is responsible for tracking his/her own schoolwork. If your child needs assistance in this regard, please visit your teacher’s webpage on the Inman website.
- **Weekly Eblast - *Eagle E-News*.** If you subscribe to receive this eblast, you’ll receive a weekly email with school news, updates and reminders of Inman activities and events from the PTA. Special editions of the *Eagle E-News* are eblasted for time-sensitive news and information. To subscribe, please visit the PTA website (“Quick Contacts”).
- **Quarterly Newsletter – *Inman Insight*.** This is the PTA newsletter that features achievements, notices, news and other important information about Inman and Inman students. Subscribe from the PTA website.
- **PTA Meetings.** PTA meetings are a great way to meet other Inman parents and enjoy community events. A list of this year’s meeting dates and topics is on the PTA website.
- **Local School Council (LSC).** The LSC meets monthly in the Media Center. Meetings are open to the public community.
- **Principal Coffees.** Several times each semester, the principal and her staff invite parents to join them at a Principal Coffee. At the coffee, all parents are invited to an informal dialogue with the principal about topics and issues of concerns to the Inman community. Just drop in – no reservations required! This is a wonderful way to learn what is happening at the school.
- **Transition Meetings.** For families with 6th grade or 8th grade students, make note of transition meetings for your grade level. These meetings facilitate the transition between elementary and middle school and middle and high school and help parents quickly understand how

mits. If time does not permit, then rest assured that the support you offer your child at home is irreplaceable in your child's equation for student success and achievement here at Inman.

Getting Started. New middle school students learn to adapt to life after elementary school, as do their parents! In middle school, the leading roles of “parent readers” and “holiday party coordinators” are replaced by more behind-the-scenes opportunities. But make no mistake; there are a many ways for parents to play a supporting part in making Inman a wonderful middle school environment for all students.

From Book Fairs to BBQ & Blues, Grant Writing to Community Partners, Sports to Computer Labs – whether as a PTA member/volunteer, Inman Extras parent facilitator, Inman Technology Foundation supporter, Council of Intown Neighborhoods and Schools member or any other Inman volunteer/support role - Inman can always use parent support. Look for parent volunteer opportunities in the *Inman Eagle E-News*, *Inman Insight*, Inman websites.

Perennial Parent Favorites. Some of the events and activities that take place every year that you will want to attend or volunteer to help with include:

- **Events.** Meet-n-Greet; 6th Grade Boot Camp; Open House; Principal Coffees; BBQ & Blues; A Taste of Inman; Inman Book Fair; Grade Level Events; School Concerts and Performances; and Seasonal Sports
- **Fundraising.** Christmas Tree Lot (November and December); Inman Book Fair (Winter); SummerFest (June); and Community Partners (Ongoing)

Getting Connected. As a parent of a pre-teen or teen, you know how important it is to stay connected! Here are some ways that you can get and stay connected with Inman:

- **24/7 – Inman Websites.** On the Inman website, you can access important instructional materials posted by the teachers and the Media Center specialist (for research needs, this website is a great help). The PTA website has PTA news, information and volunteer opportunities. It also allows you to subscribe to the *Inman Eagle E-News* eblast

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IMPORTANT NOTES

Disclaimer: This parent guide was developed as a service to the parents in the Inman Middle School community. Although the information contained in this guide is believed to be accurate and correct, Inman Middle School (Inman) and the authors of the guide do not assume any responsibility or liability for its accuracy. If any information in this guide conflicts with any federal, state, Atlanta Public Schools (APS) or Inman policy, then those policies will control on the issue or topic presented. Parents and guardians are independently responsible for knowing and complying with all federal, state, APS and Inman policies, rules and regulations.

Suggestions and Corrections: If you have any suggestions or corrections to share for the next edition of this guide, please email them to Emily Compton, Emily@zode.net.

WELCOME NEW INMAN MIDDLE SCHOOL FAMILIES!!

Over the next three years, you will enjoy watching your child's unique adventure through middle school. Your child will have numerous opportunities to connect with enthusiastic and fantastic teachers and counselors, be involved in school clubs and sports, and feel the support of involved parents. Everyone at Inman Middle School (Inman) wants your child's experience to be exceptional and for your child to succeed academically and socially.

Middle school is unlike elementary or high school and all middle schools operate differently. Whether you are a first-time middle school parent or transferring to Inman from another middle school, we hope this booklet will help smooth your transition to Inman. Other materials include all Atlanta Public Schools (APS) materials (hard copies and website). The Inman websites and the "Quick Contacts" of this booklet contains a handy list of helpful contacts. Your child's homeroom teacher is also a great resource and likely the person most apt to answer your question or point you in the right direction. At Inman, there is always someone who can help if you'll just ask.

Inman is pleased to welcome your family to our community. With your support and enthusiasm, we know your child will have an enriching and successful middle school adventure here at Inman!!

CHAPTER ONE: BEFORE SCHOOL STARTS

Before school starts, here some very important things to do:

Registration Materials. Read and familiarize yourself with all of the materials that you received at registration.

Get Connected to Inman. Over the summer, Inman keeps the community informed:

- on **Infinite Campus' Parent Portal**, <https://ic.apsk12.org/campus/portal/atlanta.jsp> (APS website that provides detailed information about your child's schedule, grades, attendance and other academic information)
- on the **Inman website**, <http://srt3.atlantapublicschools.us/inman> (School website for teacher pages, rubrics, classroom handouts, research tips and all things Inman academic), and on the **Inman PTA website**, www.inmanmiddleschool.org (PTA website for PTA news and events), collectively "Inman websites;"

Before making final plans for your child, please check the list of this year's sports programs available in the office.

- **Inman Athletic Schedules.** Inman Eagles Athletic schedules are available on www.highschoolsports.net. Please index using Inman Middle School.

CHAPTER SIX: TECHNOLOGY AND MEDIA CENTER

Classroom Technology. Each Inman classroom has a computer lab with word processing, spreadsheet, desktop publishing and presentation software available for every student. Computers do not have devices such as CD-ROM players or diskette drivers, it is recommended that students use a flash drive (available for purchase from the Inman School Store) to save their work. Thanks to the leadership and efforts of the Inman Technology Foundation, Inman has at least thirty Promethean boards, which are in all core classrooms in all grades and in the Technology Lab.

Media Center. Inman's Media Center is open for students to use during the instructional day (with permission and a pass from the classroom teacher). It is also open Mondays while school is in session until 4:55 pm. There is a separate reference section with books just for parents. Students and parents may check out books. All books must be returned by the due date. If a student or his/her parent has a book checked out at the end of a grading period, the student's report card will not be released until the book is returned or paid for by the student.

CHAPTER SEVEN: PARENTAL INVOLVEMENT

Parent Involvement is Key to Student Success. Research shows that when families are appropriately involved in their children's learning at home and at school, their children do better in school. This is true regardless of socio-economic status, race/ethnicity or level of education. Parents are key and can't be replaced in the equation of student success. **Parents who make sure that their child: is prepared to learn and at school on time; spends adequate time studying, exercising and resting at home; and is respectful and appropriate in behavior, attitude and dress - are involved in the most important way - on the home front!** Every parent is also encouraged to get involved at Inman in other avenues as their time per-

Majorettes (Club)*	Fall/Winter
Boy’s & Girl’s Basketball, Cheerleading (APS)	Winter
Boys & Girl’s Soccer, Track & Field (APS)	Spring
Boy’s & Girl’s Lacrosse, Girl’s Soccer, Boy’s & Girl’s Tennis (Club)	Spring

*Club sports are not supported by APS and will require an additional fee for participation. PTA scholarships maybe available for Inman sports if needed.

- Intramurals.** Inman intramurals are offered throughout the year to 6th, 7th and 8th graders. The focus of the intramural programs is skill development, offensive and defensive strategies, overall conditioning and game play. All students must have a signed parent consent form and an insurance waiver and provide proof of insurance before participation. Physicals are not required for intramurals. The fee for participation in intramurals (except for those provided by outside organizations) is \$10.00 per intramural activity. Intramural forms are available in the PE office starting the first week of school. All paperwork must be complete and all fees paid in full by the Monday before the start of the intramural activity or the student will not be allowed to participate. Please contact Coach Derek Hoolley, Inman Intramurals (“Quick Contacts”) with any questions. The list of Inman intramurals (subject to change) includes:

Inman Intramural	Season
Ultimate Frisbee	Fall
Basketball	Late Fall
Dodge ball	Spring
Flag Football	Spring

- via the ***Inman Eagle E-News*** (PTA’s weekly eblast for subscribers subscribe on the PTA Website); and
- via the **August edition** of the ***Inman Insight*** (The PTA’s electronic newsletter for subscribers—subscribe on the PTA website.)

Buy School Supplies. The school supply list for each grade is included in your registration materials. These lists are also available on the Inman websites and in the office. Be sure to bring your checkbook to Meet-N-Greet so that you can purchase your school supplies from the Inman School Store. The Inman School Store sells pre-packaged bundles of all school supplies needed for each grade as well as Inman t-shirts and other Inman merchandise. During the school year, the school store is open before school and carries a wide variety of supplies to keep your student well-stocked throughout the year. Buying from the school store, makes your school supply shopping convenient and helps support the school. The Inman PTA sponsors the store and uses the proceeds to support Inman programs.

Shop with Inman Community Partners. Several neighborhood businesses donate a percentage of sales to Inman if you use their shopping card (e.g. Publix) or enroll in a program linking your purchases to Inman Middle School (e.g. Kroger and Target). Inman also participates in the “Box Tops for Education” program. So, shop with your customer loyalty cards and clip your Box Top labels throughout the summer and school year!

Sports Physicals. If your student plans to participate in an APS or club sport, summer is a great time to get the APS physical form completed. Your child must turn this form and insurance information in before he/she can try-out. The APS physical form is available in the office. Students participating in Inman intramurals are not required to turn in this form. Contact Coach Black for information. (dpblack@atlanta.k12.ga.us)

Inman’s Dress Code Requirements. Before purchasing back-to-school clothing, familiarize yourself with Inman’s Dress Code. The Dress Code is detailed in the Inman Student Agenda.

First Day Packet. During the first week of school, your child will bring home a “First Week Packet.” It is critical that you read ALL of the information in this packet, most importantly the *APS Student Handbook*. Be ready to complete, sign and return all forms in a timely fashion and to mark important Inman dates on your family’s calendar, which will be sent home

within the first month of school.

Tips for Parents of New Middle School Students.

- Don't be anxious about your child going to middle school. He/she will take cues from you. Your son/daughter is capable of handling middle school. Empower him/her with expressions of confidence as this new experience begins.
- Many students entering middle school may experience organizational challenges. Teach your child daily organizational habits (you'll have to help until he/she masters these habits) like checking an assignment sheet before leaving the locker every day or packing his/her book bag the night before school to make sure everything is ready for the next day.
- Put your child's daily schedule on the refrigerator. Be sure to include all before and after-school activities on it. This is a wonderful spot for your child to check whether he/she has Physical Education or Art on a particular day and what time commitments he/she has after school. Easy access to your child's schedule will help you give your child gentle reminders.
- Do not be afraid to communicate with your child's middle school teachers and administrators. They are there to help.
- The Atlanta Public School system (APS) provides a comprehensive Student Handbook at the beginning of the school year. This year, please take time to read it - it is a valuable resource for parents.
- Encourage your middle schooler to get involved in extracurricular school activities such as clubs and sports!
- Get involved in your child's school yourself!
- **Remember - your role as a parent of a middle school child is critically important, particularly in these key areas:**
 - **Standards.** Set high standards for your child.
 - **Responsibility and Accountability.** Help your child accept responsibility for his/her actions and decisions and let your child master his/her homework (with your support, but not your work).
 - **Personal Advocacy.** Teach your child to develop a relationship with his/her teachers and guidance counselors so that he/she can advocate for him/her own self; if given a chance and supported by you, your child will develop this very important life skill.

- **Writing.** Students who like writing and magazine publishing will want to join or submit original artwork and creative writing to the Literary Club, be a member of the Inman Yearbook staff or enter writing competitions offered outside of the school.

Student Honor Societies. Inman students who meet the academic, leadership and character requirements may apply for induction into the National Junior Beta Club each spring, starting in the spring of 6th grade year. The members of this club participate in community service projects, develop leadership skills and encourage academic achievement among their membership.

Inman Clubs. Inman clubs vary yearly, but have included Debate, Photography, Robotics, Math Counts, Amnesty International, G.E.M.S. (Girls in Engineering, Math and Science), Builder's Club, the Yearbook and Outward Bound. Inman clubs have a teacher sponsor. Some clubs have a parent facilitator or helper. All Inman clubs must be approved by the school administration. Some clubs meet before school and others meet after school. Please contact the teacher in charge of the club if you have any questions.

Inman Sports. Middle school is a great time for your child to participate in sports and learn about the values of physical activity and teamwork. Inman offers APS and Club Sports as well as Inman Intramurals.

- **APS and Club Sports.** All students may try-out and participate in the APS and club sports at Inman (list below is subject to change). Before any student may try out for any team, he/she must have a completed APS physical form packet on file with Inman, which includes a recent physical on the APS physical form, parent consent and proof of insurance (including a copy of his/her insurance card, both front and back sides). These forms must be submitted to Coach Black. It is the responsibility of the student athlete to make sure the coach receives the required items for all activities prior to tryouts. The students must also meet the academic requirement (pass five classes the previous semester) and age requirement (they cannot be 16 before May 1, 2015). Please contact Coach Black, Inman Athletics ("Quick Contacts") with any questions.

APS and Club Sports	Season
Cheerleading, Football, Softball (APS)	Fall
Boy's Soccer, Cross Country, Volleyball (Club)*	Fall

Gum/Candy/Drinks. The consumption of gum and candy is prohibited in all areas of the building. No open drink containers are allowed in the building except in the cafeteria during the student's lunch period.

CHAPTER FIVE: EXTRAS – OUTSIDE THE CLASSROOM

Inman offers a variety of before and after-school activities, clubs and sports programs. Inman considers these extracurricular (Inman Extras) an integral part of a well-rounded student's education. All Inman students are strongly encouraged to get involved in at least one, if not more, Inman Extras during the school year. If you have a particular talent or expertise and are willing to support an Inman Extra, please contact the club sponsor or the Inman main office. Inman Extras vary from year to year. A complete list of this year's offerings is available on the Inman websites and in the office.

Fine Arts and Creative Writing. Band, chorus, orchestra, drama, the visual arts and creative writing are highly valued programs at Inman. In addition to in-class instruction, many of the Fine Arts and writing programs offer additional opportunities for the student before or after school to practice and to compete.:

- **Band.** Inman's band students compete at festivals, have concerts, play at Inman football games and other sporting events. Inman has a renowned Jazz Band (audition only).
- **Chorus.** Inman singers compete at festivals, have concerts and perform as soloists and with ensembles.
- **Orchestra.** Inman's orchestra students compete at festivals, have concerts and perform as soloists and with ensembles.
- **Drama Club.** Inman has many talented students who like to take the stage. In addition to acting, the Drama Club offers interested students the opportunity to help with set designs, lighting, directing and costuming.
- **Visual Arts.** Students have the opportunity to focus on specific visual art forms through the Art Club and Photography Club. Students have the chance to present their original works on the Inman campus and in the community. The Photography Club has a booth at the Virginia Highlands' SummerFest each June.

- **Citizenship.** Remind your child to behave responsibly and to treat others as he/she would like to be treated.

CHAPTER TWO: THE SCHOOL DAY

School Hours. School hours are from **9:05 am to 4:05 pm** except for APS early release days which end at 1:05 pm. (as of now, there are not any on the calendar.)

Arrival. Students are not permitted on campus or in the building before 8:40 am unless they have a tutorial pass; are in a before-school program; or are participating in a school club or activity. **All students should follow their grade level's instructions upon arrival.** At 9:05 am, all students must be in their homeroom ready to learn. Daily attendance is taken and important information is communicated during the school-wide morning announcements that begin promptly at 9:05 am.

Tardiness. Students who are not in their homeroom by 9:05 am are marked tardy. Students arriving after 9:05 am should enter the building, with their parent, at the main entrance and sign in at the office before going to class. If the student does not sign in at the office, he/she will be marked absent for the entire day. When a student arrives late from an appointment, the parent should send a note or an appointment confirmation card with the student to the office. If the student has this note or card, it is not necessary for the parent to accompany or sign the student in, but the student must check in at the office. Students arriving after 12:20 pm are marked absent for the entire day.

Dismissal. School is dismissed at 4:05 pm. Please schedule your child's after-school activities with this in mind. **Early dismissals are strongly discouraged because they interrupt the academic instruction for your child AND his/her classmates.** Students must be off the school campus by 4:20 pm unless they are attending a tutorial; involved in an organized after-school activity such as a club or team sport; or attending an onsite after-school program. The school social worker, resource officers and/or student support team will intervene if students remain on campus after 4:20 pm.

Student Telephone Policy — Mobile telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break, and on the school bus, even in emergency situations unless the student is directed to use a device by an APS employee or other official.

"Violation of this policy and regulations will result in a variety of progressive discipline actions including, but not limited to confiscation of the device, a monetary fine, suspension, and/or referral to an alternative school by the Student Tribunal."

Link, to the official APS policy.

(<https://eboard.eboardsolutions.com/ePolicy/Policy.aspx?S=4004&Sch=4004&PC=J>) (Please refer to the *APS Cell Phone Policy that you signed at registration for additional details regarding cell phones.*) Students must have approved cell phone permission on file BEFORE bringing cell phone to school.

Use of Office Telephones: The office will not accept changes in transportation home via the telephone. Students will not be allowed to use office phones except in cases of emergencies and then only with permission from an Inman staff member. Emergencies will have to be explained to the school staff member.

School Attendance. Being on time and regularly attending school are very important habits parents can help middle schooler's develop. These habits will follow students into the workplace where attendance and timeliness are critical. It is imperative to begin emphasizing the personal characteristics of responsibility, accountability and making "academically sound" decisions at an early age. APS attendance policy requires students to miss fewer than ten (10) days for the school year. **If your child must miss school, please call the office (404.802.3200) before 9:35 am to report your child's absence.**

Excused Absences. Students are expected to attend school every day unless excused due to illness, death in the immediate family, special holidays, recognized religious holidays, court summons or weather conditions that render school attendance hazardous to the health and safety of the students. When a student is absent one day or two (2) consecutive days, then the student must bring a written excuse from home listing the days absent and the reason for the absence when he/she returns to school. When a student is absent three (3) or more consecutive days, then the student must bring a doctor's excuse when he/she returns to school. If the appropriate written excuse is not provided upon the student's return, the absence will be considered unexcused. See below for information about making up missed work. Teachers are required to notify the school social worker for excessive absences.

Unexcused Absences. When students miss school without parental permis-

insulting, embarrassing, sexually suggestive, obscene or promote illegal behavior; clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs or tobacco; appropriate undergarments must be worn at all times and must not be visible; caps, hats, head wraps, bandanas, hoods or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal. No tank tops are permitted and girls may not wear shirts with plunging necklines or spaghetti straps (unless an over-shirt is worn), halter-tops or other such top. Light weight sweaters and sweatshirts (appropriately fitting, not oversized) without hoods may be worn in the classroom at the discretion of the teacher and/or principal. All other coats/jackets/other outerwear must be left in locker during the school day. Students are not permitted to wear flip flops or similar type shoes. Students are not permitted to wear ripped or torn clothing.

If the principal in her discretion determines that your child's dress does not comply with the APS and Inman dress requirements, the principal may choose to loan appropriate clothing to your child to wear that day so that your child does not miss any instructional time for this infraction. The principal may alternatively require you to pick up your child and return him/her to campus dressed in clothes complying with the APS and Inman dress requirements.

Physical Education (PE). All students are required to dress for PE. They must wear an Inman t-shirt and gym shorts or pants of appropriate length and fit, socks, undergarments and tennis shoes to PE class. These may be purchased at the Inman School Store.

Electronic Devices - Mobile telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break, and on the school bus, even in emergency situations unless the student is directed to use a device by an APS employee or other official.

"Violation of this policy and regulations will result in a variety of progressive discipline actions including, but not limited to confiscation of the device, a monetary fine, suspension, and/or referral to an alternative school by the Student Tribunal." This excludes USB drives which are required for class. **Please refer to the *APS Cell Phone Policy* and to "*Student Telephone Policy.*"**

being of students from the time they board the school bus in the morning until they reach home in the evening. If a student brings discredit upon the school, staff or other students, the school administration reserves the right to take action involving the student's conduct, regardless of when or where the offense occurs. Disciplinary actions may include lunch detention, in-school suspension, out-of-school suspension or expulsion.

Basic Classroom Expectations. Critical learning can only take place in the classroom if all students remember to: be respectful to staff, peers and property; be on time and on task; be in their assigned area; be in dress code; and be prepared for learning. Please remind your student to "be" all that he/she can be!

APS Student Code of Conduct. The *APS Student Handbook*, provided in the First Day Packet, provides detailed information on *Discipline Policies and Student Expectations* including the *Student Code of Conduct*. Inman adheres to these expectations. Review these expectations and the consequences for infractions with your child. Please remind your child that at Inman he/she shall not use or possess weapons, alcohol or drugs on campus or fight, bully or harass other students. Inman will strictly follow the APS policy with regard to consequences for any infraction.

After-School Detention. If your child receives an after-school detention, your child will be given a note to take home, notifying you of the date and time of the detention. Parents are responsible for arranging after-school transportation home from detention. Failure to serve detention may result in, in-school suspension.

Inman Dress Code. Inman students must dress in accordance with APS' prescribed dress code policy and any other requirements set by the Administration. Students are expected to dress in a manner that is conducive to learning and avoids disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency.

APS dress code policy requires student dress to meet the following minimum requirements: clothing, hairstyles and jewelry must not be distracting, cause a disruption or constitute a health or safety hazard; clothing, including spirit wear, must be modest and of appropriate length and fit; extremely tight clothing or baggy, oversized clothing is not permitted; clothing and/or jewelry must not contain words or symbols that are gang-related, offensive,

sion or an appropriate excuse, it is considered truancy. APS complies with the Georgia Compulsory Attendance Law. Students who are truant will be referred to the school social worker for follow up and possible court action. See section below for information about making up missed work.

Making Up Missed Work Due to Absences. It is the student's responsibility to make up all missed work within three (3) days of the excused absence. Upon returning to school, a student must contact the teacher to obtain missed assignments. Additional time to complete the work may be allowed at the discretion of individual teachers. Students with excused absences lasting three (3) or more consecutive days may contact the office to make arrangements for getting missed assignments while the student is absent. Teachers will not provide makeup work for unexcused absences unless the school principal determines special circumstances warrant such an exception.

Inclement Weather/School Closing. Very infrequently, there may be times when Inman is required to close in order to protect its students. WSB radio and local television stations WSB (ABC), WGCL (CBS), WAGA (FOX) and WXIA (NBC) serve as official stations for APS announcements of school closings. If schools close during the day when students are already in attendance, information may be provided through these local media outlets to parents, and bus transportation home will be provided in the same manner as during the regular close of the school day. Inman may also send out an eblast to parents via homeroom teacher, *Inman Online* or Grade Level Parent Liaisons. APS will also send out ROBOCALLS.

Riding the School Bus. APS provides bus service for students living at least a mile and a half from school. If your child lives in a neighborhood with bus service, he/she is encouraged to ride the bus to help with traffic congestion and pollution issues. Bus schedules are available on the APS website or you may call the APS Transportation Department at 404.802.5500. Bus routes begin on the first day of school. Parents are responsible for their child's transportation when their child is involved in activities/programs operating outside of the normal school day. Behavior problems on buses will be reported to the office and the administration will take the appropriate action. If your child is suspended from a bus route, it is your responsibility to get him/her to and from school. Students and parents should read the Bus Guidelines in the *APS Student Handbook* and *APS Bus Brochure*, which both are located on the APS website. Riding the school bus

is a privilege that may be revoked. Students are not permitted to eat or drink while on the school bus.

Carpool. Starts at 8:40AM. Do not drop your child off before this time (unless enrolled in Before care or in tutorial). Enter carpool lane by taking a right from Virginia Avenue. **Left-turns into and out of the Inman driveway are PROHIBITED in the morning and afternoon. This is for the safety of our students walking. Do not block traffic on Virginia Avenue.** If the carpool line is backed up, please keep moving and be prepared to wait in an area where you will not be blocking traffic or parking illegally. **Do not park in Carpool lane.** Make it a “true” carpool and include other students, while reducing congestion and air pollution around the school zone. <http://inmanmiddleschool.org/wp-content/uploads/IMS-Transportation-Overview-Short-Version.pdf>

Parent/Visitor Parking. Parent and visitor parking is permitted only in the lower parking lot and where allowed in the neighborhood.

Security. During the school day, a security guard is on the school grounds and all school entrances remain locked. To gain entrance during school hours, ring the buzzer to the right of the main entrance door located at carpool.

Visiting During the School Day. During the school day, all parents and visitors must enter the building through the main entrance, proceed directly to the office, sign in, put on a “Visitor’s Name Badge” (to be worn throughout the visit) and proceed directly to your appointed destination. Unless previously arranged with the classroom teacher, parents and visitors cannot go to the classrooms or their child’s hall. Unannounced visits interrupt classroom instruction for all students including your child. All visitors are expected to leave the school building promptly when their business is completed.

Uninterrupted Class Time/Parent Message Policies. Do not call the office and ask to have messages delivered to your child or for your child to come to the phone. The office will not take messages for students unless the message relates to an emergency. Please do not have balloons, flowers, cakes, cupcakes, or birthday packages delivered to the school. You may leave your child’s “forgotten” lunch or musical instruments in the office with your child’s name clearly displayed. Your child will need to check for

ents with a more complete picture of how their child is doing both academically and socially in the middle school environment. At Inman, parents meet with their student’s entire team of core teachers during scheduled conferences. **Please try not to schedule a teacher conference the first month of school.** Your child needs time to adjust to the routines of a new school year in order to ensure that discussions between parents and teachers are productive and provide the desired valuable insight. If you attend Meet-n-Greet and Open House, you will be able to informally meet and visit with your child’s teachers.

Overnight Field Trips. As a complement to the academic curriculum, grade level overnight field trips may be scheduled throughout the year. These field trips vary by year. A fee is charged with each overnight field trip, but scholarships may be available upon request.

Scholarships. PTA and other scholarships are available to help defray the cost of Inman field trips, sports and extracurricular activities. If your child needs a scholarship to attend or participate in a trip or activity at Inman, contact your child’s homeroom teacher or the counselor for his/her grade (“Quick Contacts”) and see if a scholarship is available. The teacher and counselors keep your request and any scholarship awarded to your child confidential. In order to qualify for scholarship funds, your child must qualify for free or reduced lunch at the school.

Scholastic Fairs, Competitions and National Honors. Inman students compete and excel in academic competitions at all levels. They are perennial standouts in the City, District and State Science, Math and Social Studies Fairs. Each grade level focuses on a different subject matter for these projects: 6th grade/social studies; 7th grade/math; and 8th grade/science. Students also compete school-wide to represent Inman at the National Geography Bee and Spelling Bee competitions. Additionally, the Inman band, orchestra and chorus programs participate in Georgia music festivals, winning top honors almost every year. Inman students have the option to participate in the national Duke Talent Identification Program (TIP). Over the past few years, Inman students have placed in the top percentage of scores in the state and nation.

CHAPTER FOUR: BEHAVING IN MIDDLE SCHOOL

Georgia State Law maintains the school’s authority for the conduct and well-

Conduct Grades. Conduct affects learning in the classroom for all students. Parents should make sure that their child knows that you expect his/her best behavior at all times while at school and that you are fully supportive of the teacher in this regard. Conduct grades are:

A – Student contributes positively to teaching and learning. Student sets an example for others. Student is on task and well-behaved. Student rarely requires redirection.

B – Student contributes to teaching and learning. Student is usually on task and well-behaved, but occasionally requires redirection.

C – Student is sometimes on task, but can be a distraction to teaching and learning.

F – Student is a chronic distraction to teaching and learning. Student is consistently off task, requiring repeated redirection.

End-of-the Semester Assemblies. At the end of the first semester, Inman holds an Honors Assembly to recognize those students on the **Principal's List** (all “A”s that grading period), the **Honor Roll** (all “A”s and “B”s that grading period), Team Citizenship Awards and other student accomplishments. At the end of the second semester, Inman holds an End-of-the-Year Celebration by grade level. Students named to the second semester Principal's List or Honor Roll will receive a certificate of recognition which can be picked up at the school over the summer when the CRCT scores are available. Parents are encouraged to attend the End-of-the-Semester Assemblies.

Promotion Requirements to Next Grade Level. In accordance with Georgia law and APS Board policy, the following criteria must be met for promotion from grades 6th through 8th:

- The student must receive a grade of 70 or above in reading/language arts and mathematics on the student report card at the end of the school year;
- The student must pass eight subjects each year (two (2) nine-week connections classes are equivalent to a one semester course);
- The student must be recommended for promotion by the classroom teacher and principal based on satisfactory classroom performance; and
- The student must meet the Georgia Test Requirements as outlined in State Policies.

Teacher Conferences. Unlike elementary school, teacher conferences in middle school are primarily held only as need dictates or at parent request. All teacher conferences must be scheduled in advance through your child's homeroom teacher or case manager. Teacher conferences can provide par-

these items because the school personnel will not remind the student that those items are in the office.

Medications/Health. All students taking medication at school must have a Medication Administration Form on file with the school nurse. Contact the school nurse (404.802.3212) for more information. Prescribed medicine must be in the original container. Students who become ill during the school day must report to the school nurse. The nurse will determine whether a parent needs to be notified. If the school notifies you to pick up your child, you should report to the front office to sign out your child before taking him/her home.

Clinic Cards/Contact Forms. Every student will receive a clinic card/contact form in the First Week Packet. Please fill it out and promptly return it to school. Most importantly, please provide current day- time phone numbers for emergencies. If your child gets sick or the school needs to contact you in an emergency, this information will be used. It is imperative that you keep this information updated or the school will not be able to contact you. The section below pertains to updating your information.

Change of Address/Telephone Numbers. PLEASE IMMEDIATELY NOTIFY YOUR CHILD'S HOMEROOM TEACHER AND THE OFFICE OF ANY CHANGES TO YOUR HOME ADDRESS, PHONE NUMBERS OR OTHER FAMILY/EMERGENCY CONTACT INFORMATION.

School Insurance. For any family wishing to purchase health insurance, the office has information regarding school insurance. Insurance forms should be completed and promptly returned to school with any required payments. All students participating in Inman sports, APS or clubs must present proof of insurance. If your child plans to participate in Inman sports, APS or club, you should consider whether to purchase this insurance.

Lockers. During the school day, sufficient time is scheduled for locker stops and students are strongly encouraged to rent a hall locker. Locker rental is \$5.00/year (rental fee covers cost of changing the combination). Book bags and backpacks are not permitted in the classrooms after lockers are rented. Remind your child to always lock his/her locker when not in use and not to share his/her locker combination with anyone. Student lockers are school property and remain at all times under the control of the school. Students should not paste decals on the lockers. School authorities may conduct peri-

odic general inspections of lockers for any reason, at any time, without prior notice and without student consent.

Breakfast/Lunch. School breakfast and lunch may be purchased from the school cafeteria or a student may bring lunch from home. At lunch, students eat with their grade-level peers in the cafeteria. Your child's lunchroom experience is a much anticipated social break in the day.

Hours of service and costs are:

Breakfast (8:40 am to 8:55 am) - \$.75 full pay/\$.30 reduced

Lunch (varies by grade) - \$2.00 full pay/\$.40 reduced

Students may pay in advance for lunches on a weekly basis each Monday morning in the cafeteria. Families can also open an account with School Paymentsolutions.com, (<https://www.schoolpaymentsolutions.com/Register>), and pay for meals online with a credit card. Your child will need to get his/her student identification number from his/her homeroom teacher, report card or class schedule. Students cannot borrow money from the school to pay for lunch. A sandwich and milk will be provided for students who forget their money (APS policy).

Federal Lunch/Breakfast Forms. It is imperative that ALL parents complete the federal lunch/breakfast forms whether or not their child qualifies for the program. Inman receives Title I funding and its funds depend upon 100% of these forms being returned. <http://www.atlantapublicschoolsnutrition.us>

Transfers/Withdrawals. If you must transfer or withdraw your child from Inman during the academic year, please contact the office to find out how the transfer/withdrawal process works and what forms and information may be required from you. Contact the office as soon as possible to avoid any delays in processing your request.

CHAPTER THREE: ACADEMICS - INSIDE THE CLASSROOM

School of Academic Excellence. Inman is a National School of Excellence and a Georgia School of Excellence. Academics are the primary emphasis at Inman. Inman has a strong record of promoting academically prepared students ready for high school and beyond. Inman's feeder elementary schools include Centennial Place, Hill-Hope, Mary Lin, Morningside and Springdale Park Elementary Schools. Inman is a feeder school to Grady High School.

Students at Inman are guided at every level to meet new challenges, and the diverse student body and staff work to achieve new levels of understanding

textbook title and a description of the homework problem or assignment.

Tutorials. Inman faculty members provide free before and after-school tutorial instruction in all core classes. To find out when tutorials are offered, refer to the teacher's webpage on the Inman website; the teacher's beginning of course syllabus; or contact the teacher. If your child plans to attend a before-school tutorial, he/she will need a pass from you and/or the teacher so that your child will be admitted into the building before school hours. Blanket passes may be written in the back of the *Inman Agenda*. If your child is staying for an after-school tutorial, you are responsible for arranging your child's transportation home that day before he/she arrives at school.

Grading. In middle school, there are more grading reports than in elementary school. The grading reports are:

- **Progress Reports.** These are issued at four and 1/2 (4 1/2) weeks, nine (9) weeks and thirteen and 1/2 (13 1/2) weeks into each semester. The purpose of the progress report is to provide feedback to parents while there is still time to improve grades. Your child will bring the progress reports home. Contact your child's homeroom teacher if you do not timely receive a progress report at these weeks.
- **Deficiency Notices.** These may be issued at any time. A deficiency notice is sent to students who are not making adequate progress in a specific content area. The notice must be signed by a parent or guardian and returned to the teacher.
- **Report Cards.** These are issued at the end of each semester. Grades are given in academics and conduct for each class. The grades for each semester are cumulative from the beginning of the semester for which they are given and **the grades earned at the end of the semester will be the ones posted on your child's permanent record.** Attendance and tardies for each class are also noted on the report card. Report cards are mailed to the student's home address. If you do not receive your child's report card, contact the grade level counselor.

Academic Grades. Inman follows the APS grading scale:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
F	0-69	Does not meet standards

please replace it immediately. The school store sells *Inman Agendas* throughout the year.

Infinite Campus/Parent Portal. In addition to the *Inman Agenda*, parents can check their child's daily work and progress using Infinite Campus/Parent Portal. Using the student identification number APS provided at registration, parents can see whether their child is turning in homework; has mastered the concepts for a test; is attending class on time; and other important information. Parents can use this tool to discover sooner, rather than later, if their child is on track for student success in each class!! Questions about Infinite Campus/Parent Portal should be directed to Ms. Sharon Walz, the Infinite Campus/Parent Portal Coordinator ("Quick Contacts").

Teacher Webpages. Each teacher at Inman maintains a webpage to provide information regarding his/her class. These webpages are accessible from the Inman website (<http://atlantapublicschools.us/Domain/1740>) by clicking on TEACHERS and then your child's team. Each webpage includes students' homework assignments, test and quiz dates, project due dates, important documents (project guidelines, rubrics, class notes), and a list of helpful resources relevant to the class. If your child says that he/she doesn't have any homework, you might want to double-check the teachers' webpage. **Important Note:** If a teacher maintains an additional website for student use, this information will appear on the course syllabus or the teacher's webpage.

Homework Hotline! APS and Public Broadcasting Atlanta (PBA) sponsor the Homework Hotline. If your child has questions or experiences difficulties while doing his/her homework, your child is strongly encouraged to call the Homework Hotline at 678.553.3029. Homework Hotline teachers give one-on-one assistance and easy-to-understand explanations. These teachers have access to current textbooks and school curricula they use to help students understand and solve homework problems. They won't do your child's homework, but they will guide him/her through a learning process. Homework Hotline is available Monday through Thursday, 4:00 pm to 9:00 pm, except during holiday and semester breaks. The Homework Hotline service is FREE. Before calling, make sure that your child has the following items: textbook (if available); homework assignment; paper, pen or pencil; and calculator (if needed). He/she will be asked to give his/her first name, grade level and name of school and the

and inclusion. Inman prides itself on being an in-town school that mirrors society in a spirit of cooperation and shared vision, where children can learn, experience and grow together while soaring to success.

A "School Within a School". To help students adjust to middle school and become comfortable with its vast array of choices, Inman successfully implements the "School Within a School" concept. Each grade level functions as a separate school within the larger Inman facility by having its own designated: morning arrival location; hall set of core classroom teachers; schedule of classes; and lunch period. This allows each student to experience and grow into the middle school at an age-appropriate pace.

The Teaching Team. The teaching team is another method Inman uses to ease students into new middle school routines. At the beginning of school, each student is assigned to a teaching team on his/her grade level. As part of a team, students have the sense of a smaller learning community on their own grade level. They see familiar faces in every class and know with which classmates they share teachers and assignments. Each team includes a well-balanced cross section of students – ALL teams are outstanding. Students with friends on other teams in their grade may have connections classes or lunch period with them. They can also participate together in Inman sports or clubs after school.

Core Classes. Inman's four core classes are language arts (which includes reading), math, science and social studies. The curriculum for each core class is aligned with the Georgia Common Core Curriculum prescribed for each grade level. These standards are available on the Georgia Department of Education's website, <http://www.doe.k12.ga.us>. If you have questions about your child's curriculum, please the Instruction leader for your grade, check ("Quick Contacts"). Every Inman teaching team contains 2 gifted-certified teachers. EVERY Inman student receives gifted teaching instruction every day whether or not the student is in the Challenge/Gifted program.

Connections Classes. In addition to the four core classes, each student has two connections classes.

Sixth Graders:

At registration, students chose either: one year-long class (band, orchestra, or chorus) and a rotations class; or two rotations classes.

Seventh Graders: At registration, students chose either: two year long clas-

ses; one year-long class and a rotations class; or two rotations classes.

Eighth Graders: At registration, students chose either: two year long classes; one year-long class and a rotations class; or two rotations classes.

Year-Long Classes. If your child registered for a year-long class, your child will remain in that class during the entire academic year. Year-long classes include band, chorus, orchestra for grades 6th—8th; French and Spanish for grades 7th—8th.

- **Rotations Classes.** If your child registered for rotations, then your child will study one subject matter for the first semester and then rotate to another subject matter for second semester. Inman, not the student, selects the rotation classes for each student. The subject matter varies each year, but has included **Physical Education, Health,** foreign language, art, music, theatre arts, and other enriching subjects.
- **“M/W & T/TH Scheduling”** The two connections classes are taken on a daily rotation known as an “M/W” or “T/TH” day. On Fridays, the schedule rotates. Students adapt to this process quickly and enjoy the variety of course offerings.

Accelerated - Honors Classes. For students meeting the program criteria, Inman offers Accelerated and instruction in Math. In these classes, the subject matter is taught at an increased pace and greater depth. These classes best suit students who enjoy and are naturally adept in the subject matter being taught. Inman will notify the parents of students who qualify for accelerated classes and the parents can determine whether their child will participate in the program. Being in the Challenge/Gifted program has no bearing on eligibility for the accelerated classes.

Challenge/Gifted Program. Placement in the middle school Challenge/Gifted Program is determined by elementary school eligibility based on state program requirements. Each Challenge/Gifted student will receive daily instruction in the Challenge/Gifted course offered on his/her team. The subjects vary by team and grade level but are always in one of the core class subject matters.

Department of Special Education. Placement in the middle school PEC Program is determined by eligibility or based on state program requirements. Students will receive the instruction required by his/her Individualized Educational Plan (IEP). Inman’s PEC uses both inclusion and resource models to fit the needs and learning styles of each student. For in-

formation about Special education, contact Dr. Wilhemena Register, Special Education, Lead Teacher (“Quick Contacts”).

Syllabi. At the beginning of the course, the teachers will provide syllabi outlining the course of study, the unit titles, objectives and activities. On the syllabi, weights (percentage) assigned to each task, group for which students are graded will be explained. The syllabi contain the tutorial schedule for each class and important teacher contact information. All parents should review the syllabi with their child to ensure that their child understands teacher expectations and class protocols for all of their classes. The student and parents should sign and promptly return the syllabi to the teachers.

Project-Based Learning. Inman uses project-based learning for all grade levels. Project-based learning requires students to work on projects outside of the classroom, following a rubric (see section below) which outlines the project objectives. Project-based learning provides the student with a deeper and fuller exploration of the subject matter taught in class; fosters and develops independent student thought, planning and creativity; and when the project is assigned to a team, allows the student to learn how to work with others toward a common objective and purpose.

Rubric. A rubric is a scoring guide for a project, test or other assessment task. All students should read the rubric before starting a project or task: to gain an overall understanding of the project’s objectives; to determine what materials and resources are required; to develop a timeline to plan and complete the project within the deadlines presented; and to leave sufficient time to ask questions of their teacher. Teachers follow the rubric when grading the projects. Parents should review the project in the context of the rubric before their child turns in the project to help their child identify if he/she has met all of the requirements. Carefully following a rubric is the key to success with projects.

Student Agendas. All Inman students are required to have an *Inman Agenda*. The student should record daily his/her classwork and homework assignments in this agenda. It is the student’s responsibility to bring the agenda to each class and enter relevant information. The *Inman Agenda* is also used as the student’s hall pass and as a way to communicate important information between home and school. Parents should review the *Inman Agenda* daily to stay informed about student progress, class content and any school communications. If your child loses his/her agenda,