**Welcome to Chamblee Middle School**

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| **Front Office:** (678) 874-8202  | **Attendance Office:** (678) 874-8220 | **Counseling Office:** 678-874-8232 |
| **School Address:** 3601 Sexton Woods Drive, Chamblee, GA 30341 |

**Frequently Asked Questions**

**Who We Are**

**Principal:** John Martin **Assistant Principals:** Sedrick Childs, Yolanda Cromer-Nunn, Cagina Noird

**Counselors:** Preanna Davis – 6th Grade, Tiffany Stovall – 7th Grade, Head Counselor, Ardonna Scott – 8th Grade

Chamblee Middle School serves resident students in the Chamblee/Brookhaven attendance area. CMS also hosts one of the two middle school High Achievers Magnet Programs in DeKalb County, and supports high-achiever pathways across the entire school. Feeder schools include Ashford Park Elementary, Huntley Hills Elementary, Montgomery Elementary, and Kittredge Magnet School.

Chamblee Middle School earned a 92.2 CCRPI score. A 92.0 in school climate. That is an “A” rating! Among traditional middle schools, our CCRPI score is the highest in the county!

Chamblee Middle School has a total of 984 students (6th-237, 7th-388, 8th-359).

**Getting Involved!**

We look forward to having you & your children join the Chamblee Middle School Bulldog Family! Parent involvement in projects and school organizations plays a vital role in making CMS great! The middle school experience is only 3 years, and goes by fast! We would encourage you to join a Board of the 3 organizations below or help with a project. This is a wonderful way to get to know other parents & our school.

PTSA:

* We have opportunities ranging from helping out in the front office to the school store.
* We put on several programs during the year that we could always use more help with – especially our annual Fall Fundraiser or Field Day in the spring.
* We would welcome having new incoming parents on our Board for next year (or as committee chairs.)
* Contact chambleemsptsa@gmail.com to participate!

Chamblee Middle School Education Foundation (CMSEF):

* We work with CMS on strategic plans & support annual fundraisers that make those plans a reality!
* We’d love to see you get involved with our spring Fun Mud Run & other fundraising events, or join our Board!
* Contact CMSEFORG@gmail.com to join!

Principal’s Advisory Council (formerly “School Council”)

* Provides feedback to the CMS Principal on School Improvement Plans, school climate/culture & academic affairs. Serves as liaison between the community and principal.
* Elections are held during August. If you’re interested, watch for notices in the fall.
* Meetings are open to the public.
* Contact chambleemiddlePAC@gmail.com if you would like to get involved!

You can learn more and express your interest in helping out with ANY of the above organizations at<https://docs.google.com/forms/d/e/1FAIpQLSdDNh2bBV-qU_Iftjb-yFJEEu8tZxLpFZuDAdIYMByBBnPmvw/viewform>

**Get Connected!**

***Communication with Our School: 4 Things You Should Sign Up for Now***

1. **E-blast**

**Sign up now for the Chamblee Middle School Bulldog Blast!** Go to the CMS website <http://www.chambleems.dekalb.k12.ga.us/>. Scroll down to the bottom of the CMS homepage to “Quick Links.” Click on the “Join Our Mailing List” button. You will enter your name and email. Choose “General” and choose either “6th/7th Grade” or “8th Grade” for grade-specific announcements.

1. **Facebook**

**Like Chamblee Middle School on Facebook!** Search for Chamblee Middle School, “like” our page, and make sure your “following” button is turned on. You can also follow Mr. Martin on Twitter: @jmartincms2016

1. **Infinite Campus – Parent Portal** CMS Registrar: Ashley\_Mulkey@dekalbschoolsga.org

**All parents in the DeKalb County School District should establish an Infinite Campus account.** This is very important, you can contact the CMS Registrar Ashley\_Mulkey@dekalbschoolsga.org to set up an account. If you already have an Infinite Campus account from a previous DCSD school, you will continue to use that account at CMS. By using Infinite Campus, you can easily see your child's grades and if they are missing work. If your child has missing work, encourage your child to ask their teacher about it. If the situation is not resolved, then feel free to contact the teacher to discuss the assignment.

***Where to Find Information***

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**Websites**

**Chamblee Middle School website:** [http://www.chambleems.dekalb.k12.ga.us](http://www.chambleems.dekalb.k12.ga.us/)

**CMS Parent-Teacher-Student Association (PTSA)** <https://chambleemsptsa.membershiptoolkit.com/home>

**Chamblee Middle School Education Foundation, Inc.** [www.cmsef.org](http://www.cmsef.org/)

**Ask a Parent: New and have questions you’d like to ask another parent**?  Email PTSA at chambleemsptsa@gmail.com or principal advisory council at chambleemiddlePAC@gmail.com – we’re happy to help.

**Parent School Tours:** New and prospective parents are invited to attend school tours led by current CMS parents from **9-10:30 a.m**. on : **1/24/20, 2/13/20, 3/12/20**. Tours start in the foyer of CMS and are followed by a short Q&A session (led by a CMS administrator.) Come ask us all of your questions!

**Chamblee Charter High School**

**Chamblee High School e-blast!**  You may want to start reading Chamblee Charter High School news now.  You can sign-up for the weekly high school email e-blast at [http://www.chambleehs.dekalb.k12.ga.us](http://www.chambleehs.dekalb.k12.ga.us/) (look for a box on the lower right-hand side of the website.) Or, like **Chamblee Charter High School on Facebook!**

**Academic Affairs**

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| **Counselors by Grade:** **Preanna Davis – 6th Grade** Preanna\_Davis@dekalbschoolsga.org**Tiffany Stovall – 7th Grade, Head Counselor** tiffany\_stovall@dekalbschoolsga.org**Ardonna Scott – 8th Grade** ardona\_m\_scott@dekalbschoolsga.org | **Administrators by Grade:** **Cagina Noird – 6th Grade** Cagina\_Noird@dekalbschoolsga.org**Sedrick Childs – 7th Grade** sedrick\_childs@dekalbschoolsga.org**Yolanda Cromer-Nunn – 8th Grade, Instruction** Yolanda\_r\_Cromer@dekalbschoolsga.org |
| **Attendance Office:** Ms. Garrardrita\_garrard@dekalbschoolsga.org (678) 874-8220 |

**What should I do if I need a translator?** While Chamblee Middle School does not have an on-site translator, the school has access to a language line where a translator can be provided via phone for a conference call at any time. This type of translation can also be provided for parent-teacher conferences.

**Absences & Appointments**

* When your child is absent you should call the attendance office at 678-874-8220 to report the absence. You can send in an excused note upon the student’s return to school. This should be delivered to Ms. Garrard in the Attendance Office. You can also email Ms. Garrard at rita\_garrard@dekalbschoolsga.org
* Please make every effort to minimize absences during the school day. If you have to miss for a doctor’s appointment, please try to avoid missing during CORE CONTENT classes (Math, Science, Social Studies, and Language Arts.)

**Collecting Work When Absent**

* If your child is absent for less than 3 days, your child should contact a friend (“study buddy”) to find out what work needs to be made up. Ask your friend (“study buddy”) to pick up an extra copy of handouts, or your child can pick up the handouts upon his/her return to school.
* If your child is absent or will be absent for more than 3 days, please contact the Counseling Office at 678-874-8232 to arrange pick up of assignments. The Counseling Office will coordinate the collection of assignments. It takes 24 hours to collect assignments from the teachers.

**Academic Guidance**

**If my child is not doing well in school, who do I call?**

* First, contact your child’s teacher. You can contact them by phone or email. Email is preferred by most teachers.
* To find a teacher’s email address, go to the Chamblee Middle School internet page [www.chambleems.dekalb.k12.ga.us/](http://www.chambleems.dekalb.k12.ga.us/) and click on “staff” to search by name.
* Teachers offer individual help (“tutoring” or “office hours”) on designated days before school starts.
* If you don’t know how to use email or have limited English skills, you can use your child’s email address and ask for your child’s help in writing an email to the teacher. If you cannot use email, you can always call. If you will need translation, please say so. DeKalb offers phone-operator translation services.

**How do conferences occur?** Teachers set up their own conferences except for parent teacher conference nights that are held 4 times a year from 4:30-6:30 p.m. The counseling office schedules the parent teacher conference nights. If you would like to meet with all the teachers at a time other than parent teacher conference night, contact the team leader. If you just want to meet with one teacher, contact that teacher directly.

**What is the role of the counseling office?** The Chamblee Middle School Counseling Office handles academic issues as well as social/psychological issues. Counselors can provide guidance on course selection and academic opportunities throughout middle and high school. If your child is struggling academically and the issue is larger than a single class, contact the Counseling Office.

**Cool Opportunities**

**Foreign Language Studies**

**At what grade can my child start to take a foreign language? If my child did not take a foreign language in middle school, will they have a chance in high school? When do they start in high school?**

* Starting in 7th grade, all students have the option of earning a foreign language carnegie unit (high school credit).
* A Nine-Week Connections Spanish class is offered in 7th & 8th grade which introduces students to Spanish culture and teaches them basic grammar as well as conversational Spanish.
* In high school, they can begin in 9th grade and will be required to take 1, 2 or 3 years of a language depending on their diploma choice. Languages offered include French, German and Spanish.

**Special Programs**

**Are there any special programs my child can apply to for middle school or high school? When are the applications due?**

* **High School Credits Earned in 7th and 8th Grade**: Students at Chamblee Middle School can earn a Carnegie Unit (high school credit) if they are enrolled in one or more of the following courses – Coordinate Algebra, Accelerated Coordinate Alg./Analytic Geometry A, Spanish I or II, German I or II as well as Visual Arts Comp I. There is an application process for Visual Arts Comp I with specific criteria and the due date set forth by the instructors. The Math courses are by invitation based on semester grades and MAP/Milestones assessments.
* **Fernbank Science Program** is offered to 9th graders. Students are selected through an application process that usually begins early in February of 8th grade. The application process requires short answers from the students explaining why they would like to participate in the program and outlining any Science related activities they have been involved in. They also have to write an essay and get 3 teacher recommendations.
* **The magnet program for High Achievers** is open for application each year grades 4 – 12.  Students have to qualify by averaging a 3.0 GPA or higher in core classes on the previous year’s fall report card, and scoring at the 75th percentile or higher MAP Reading score and 75th percentile or higher Math score.  Once the students qualify, the students are chosen through a lottery process.

**Sports What sport teams are there at CMS? What grade can my child start? How do they try out?**

* This can vary, but football, cheerleading, basketball, soccer, and track are most often offered starting in 7th grade.
* Beginning in 8th grade, junior varsity (at Chamblee High School) volleyball, wrestling, cross-country and other sports are available.

**Clubs What clubs exist at CMS? Do they meet during school or before/after?**

* There are clubs in middle school! They meet on certain days either before school or after school. Clubs can vary each year and depend on teachers volunteering to run them. Students are responsible for listening for announcements of club registration during the first few weeks of school and should follow the instructions for how to sign up for specific clubs at that time.
* Please see chart on the next page for club information.

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| **Chamblee Middle School Clubs & Faculty Sponsors (as of 2019-2020)** |
| **Club** | **Faculty Sponsor** | **Email** | **Meeting Time** |
| Art Club | Lindsay Roberts | lindsay\_n\_roberts@dekalbschoolsga.org | Tues/Thurs8:00-8:30 |
| Baseball | John Donegan | John\_Donegan@dekalbschoolsga.org | Ask sponsor |
| BasketballCheerleadersGrades 7th and 8th | Lennise Dortch | lennise\_dortch@dekalbschoolsga.org | Mon-Fri4:15-5:15 |
| Book Club | Cathy Hirsch | cathy\_hirsch@dekalbschoolsga.org | 4th Wed 4-5 |
| Boys’ Basketball7th and 8th | Christopher Terry | Christopher\_L\_Terry@dekalbschoolsga.org | Mon-Fri5:15-6:15 |
| Boys’ Track7th and 8th  | Terrance Jett | Terrance\_Jett@dekalbschoolsga.org | Dec-March4:15-5:45 |
| Chess Club | Jenniffer Stetler | Jenniffer\_Stetler@dekalbschoolsga.org | Fri 4:15 |
| Debate Club | Tiffany Altheimer | Tiffany\_Altheimer@dekalbschoolsga.org | Thursday4:15-5:15 |
| Ecology Club | Mary Moore | Mary\_s\_Moore@dekalbschoolsga.org | Monday 4:15-5:30 |
| Equality Club | Amy Bloom | amy\_bloom@dekalbschoolsga.org | Ask sponsor |
| FBLA | Justin Johnson | justin\_johnson@dekalbschoolsga.org  | Fri8:00-8:30 |
| Football 7th and 8th | Terrance Jett | Terrance\_Jett@dekalbschoolsga.org  | Aug-Oct4:15-5:30 |
| Football Cheerleaders7th and 8th | Lennise Dortch | lennise\_dortch@dekalbschoolsga.org | Tues/Thurs4:15-6:15 |
| Girls’ Basketball7th and 8th | Erica Liggins / Ashley Mulkey | Erica\_Liggins@dekalbschoolsga.orgAshley\_Mulkey@dekalbschoolsga.org | Mon-Fri4:15-5:15 |
| Girls’ Track7th and 8th | Terrance Jett | Terrance\_Jett@dekalbschoolsga.org | Dec-March4:15-5:45 |
| Girls Who Code | Jamie Lampkins | Jamie\_Lampkins@dekalbschoolsga.org | Monday4:15-5:30 |
| Helen RuffinReading Bowl | Cathy Hirsch | cathy\_hirsch@dekalbschoolsga.org | Fri8:00-8:30 |
| Jazz Band | Carla Memmelaar | Carla\_Memmelaar@dekalbschoolsga.org | Ask sponsor |
| Jr. Beta Club | Sarah Lewis | sarah\_l\_weber@dekalbschoolsga.org  | Ask sponsor |
| Literary Magazine | Sabrina Golphin | Sabrina\_Golphin@dekalbschoolsga.org | Ask sponsor |
| Math Team | Kent Hite | Kent\_Hite@dekalbschoolsga.org | Tues/Thurs4:15-5:15 |
| Quiz Team | John Donegan | John\_Donegan@dekalbschoolsga.org | Tues/Thurs4:15-5:15 |
| Robotics Club | Mary Moore/Michaela O’Brien | Mary\_s\_Moore@dekalbschoolsga.orgMicheala\_Obrien@dekalbschoolsga.org | Tues/Thurs4:15-5:30 |
| Science Olympiad | Jennifer Lockett-Joiner | Jennifer\_Lockett-Joiner@dekalbschoolsga.org  | Wed4:15-5:15 |
| Social Butterflies | Fatima Cheffen | Fatima\_Cheffen@dekalbschoolsga.org | Wed4:15-5:15 |
| Student Council | Shirley Sigmon / Amy Bloom | Shirley\_Sigmon@dekalbschoolsga.orgAmy\_Bloom@dekalbschoolsga.org  | Ask sponsor |
| Volleyball | CarleyMiles | Carley\_Miles@dekalbschoolsga.org | Ask sponsor |
| Yearbook | Carle Wahyudii | Carle\_Wahyudi@dekalbschoolsga.org  | Tues/Thurs4:15-5:15 |

**Registration and Open House**

**Registration**

**What do I need to bring to “Open House” registration?**

1. Two forms of proof of residency, which can be utility bills (gas, electric or water) or mortgage papers or a lease in parents’ name. If the parent attending registration has a different last name than the parent whose name is on utility bills or mortgage papers / lease, it is recommended that you bring a copy of your child’s birth certificate which shows the last names of both parents.
2. Current and up-to-date health records: Immunization Form 3231 with the second updated MMR and varicella as well as the pertussis booster (all students) and a meningitis vaccination is required for 7th graders. These forms are required before a student can be enrolled.
3. Cash or check. Some items including PTA membership can be purchased online ahead of open house.

**I’ve heard that I can bring my proof of residence and health records in during the summer before Open House – is that true? When can I bring these in? Do I need to do anything else to register my kids at CMS?**

* Chamblee Middle School now has summer registration which consists of parents bringing in the proof of residency and health records mentioned above during the summer. You can present your documents on any Tuesday or Thursday during June and July through July 25 (not available July 1-5.) The benefit for parents participating in summer registration is that this will allow you to bypass this step during CMS Open House.

**What happens at the official Registration “Open House”?**

* All parents should attend. You will receive the name and room # of your child’s homeroom teacher, meet your child’s team teachers, and update your family’s contact information.
* This is usually held the week before school starts. Look on the CMS website in the summer for our date.
* If you did not present proof of residence and health forms during June, you will need to bring those and present them to the school at Registration Open House.
* “Registration Open House” also provides parents an opportunity to gather information on clubs and sports open to middle schoolers, sign up for volunteer opportunities through the PTSA, School Council, or CMS Foundation, and complete student purchases and sign-ups (such as ordering a yearbook.)
* **During “Open House” you will have an opportunity to make several purchases:**
	+ Basic payments for things you’ll need:
		- Agenda planner ($8/student)
		- Mailing Fees – to assist with the postage cost of at least six mailings per year ($6/student)
		- PTSA Membership ($6/person; we welcome multiple memberships by students and parents)
		- CMS gym uniforms
	+ Optional purchases & support for our school include –
		- CMS spirit wear
		- Yearbook Purchase – Early Bird Deals
		- Donations to our school’s “enrichment fund” (optional, and much appreciated!)
	+ Please plan to bring a form of payment ( **checks** or **cash**) If paying by check, some payments may require separate checks.

**Organization in Middle School – and Beyond!**

***Middle school is all about organization, learning how to manage school,***

***and learning how to study.***

**Routines:**

* Organization is all about creating routines and following them!

**Agendas:**

* Use it every class period. Always use it at the start and at the end of each class.
* Make a column of supplies that you need to take home for homework each night.
* As you do your homework for that subject, cross out that box in your agenda.

**Bookbags:**

* Every night before going to bed, pack your bookbag. Have everything organized and in folders!
* No rolling bookbags – they don’t fit in lockers.

**Supplies**

* A supply list will be provided by teachers the first week of school.
* Chromebooks will be distributed within the first 3 weeks of school once a small insurance fee has been paid.

**Binders:**

* You can use many different methods. Whatever you choose, you need to spend a little time every day organizing it.
	+ Option 1: One extra-large binder for all subjects, with dividers. You might need a separate binder for a few of your classes.
	+ Option 2: A different binder for each class. You could match the color of your textbook to the binder and any spiral notebooks you use. Or, you could make a book cover using a paper grocery bag and label the side with the subject name.
	+ Homework Folder & Turn-in Folder: You might consider having a homework folder where you put all of your work that you’ll need to do at home. You might also have a turn-in folder that you can use to bring all of your completed homework to school in the morning.
	+ Replacements: If your binders start to fall apart, replace them!

**Lockers:**

* Practice with a combination lock over the summer. You can purchase one and use it for gym.
* Every morning, you will have time to organize your locker.
* No rolling bookbags – they don’t fit in lockers.
* We have a locker schedule about when you can go to your lockers.
* Locker shelves are a great way to create more usable space in your locker.