

Goodwyn Middle School

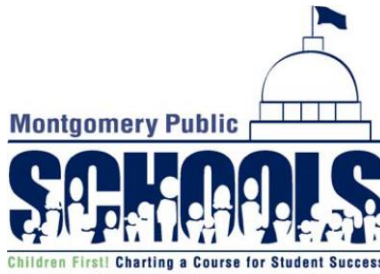
Student - Parent Handbook



2022-2023

Keisha Howard, Principal
Dierdra Ramsey, Assistant Principal
Jerone Torbert, Assistant Principal
Latoya McGhee, Assistant Principal

GOODWYN MIDDLE SCHOOL



The Montgomery Public Schools

MISSION, PURPOSE & DIRECTION

We will engage, educate and inspire our students to succeed in college, career and beyond.

VISION

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

EQUAL EMPLOYMENT OPPORTUNITY

The Montgomery County Board of Education operates under the following policy: "No person shall be denied employment, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age.

Goodwyn Middle School

Mission Statement

To provide students with quality educational experiences in a safe and nurturing environment so that they meet their full academic potential and become responsible, respectful, and resourceful citizens.

Vision Statement

To educate children to become critical thinkers and lifelong learners

Goodwyn Middle School Motto

Making the world a better place, by building the future together. Taking Actions,
Achieving Results



GOODWYN MIDDLE SCHOOL

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PRINCIPAL'S WELCOME

Dear Students and Parents:

I am honored to welcome you to the 2022-2023 academic year! Our mission is to provide students with quality educational experiences in a safe and nurturing environment so that they meet their full academic potential and become responsible, respectful, and resourceful citizens. As a school family, our support staff, teachers, and administrators work very hard to ensure that every student receives high-6 educational programming.

In order to fulfill our mission, our teachers use a variety of research-based instructional practices in the classroom in order to address a variety of learning styles and preferences. Our teachers are dedicated to the overall success of each student, as they consistently find ways to connect with student interests to make learning experiences more interesting and authentic. Please do not hesitate to schedule a meeting with any teacher throughout the academic year to discuss your child's grades and academic performance. We are here to serve you!

In closing, please review this handbook with your child. Several components have recently changed. This handbook shall serve as a guide for school procedures and expectations for student behavior and academic achievement. If you have any questions related to anything in this handbook, please contact the appropriate school administrator for additional information.

Again, I welcome you to the 2022-2023 academic year. Go, Warriors!

Sincerely,

Ms. Howard

Keisha Howard, Principal
Goodwyn Middle School

PURPOSE OF THIS HANDBOOK

The handbook has been developed for the students and their parents/guardians. Every effort has been made to explain and summarize Montgomery Public Schools (MPS) and Goodwyn Middle School procedures. The handbook is an extension of the MPS Board procedure and is a reflection of the goals and objectives of the school board. Each student is held accountable for the handbook's content. Further details can be found on the district's website, www.mps.k12.al.us. The procedures in this document are subject to change due to MPS review and revision of Board policies.

This handbook is designed to

- Document school district procedures and rules to serve as a guide for students and their parents/guardians and to clarify the school district and school building's processes and procedures
- Serve as a source of information for students and their parents/guardians about the school district and the school building
- Provide students and their parents/guardians with up-to-date, easy-to-understand information regarding the district

GMS Phone Directory	
Goodwyn Middle School Office	(334) 260-1022
Community Center	(334) 271-7008
Lunch Room	(334) 260-1023
Guidance Office	(334) 260-1040
Media Center	(334) 260-1022
MPS Transportation Department	(334) 284-2085/284-3407
MPS Office of Student Support	(334) 223-6850

After you have reviewed the handbook, parents, and students are asked to sign the Response Form and the various consent forms located at the end of this document. These forms will be collected during your child's Homeroom period at the beginning of the year. We look forward to a wonderful school year!

Staff Directory for 2022-2023

Team	Grade	English	Math	Social Studies	Science	Special Ed.
University of Georgia	6	TBA	Mr. Thompson	Mrs. Pitts	TBA	Mr. Akum
Clark Atlanta University	6	Ms. Hambrick	Mr. Reese	Ms. A. Smith	Ms. K. Reynolds	Mrs. Washington
Mississippi State University	7	Ms. Frazier	Ms. Broaden	Mr. Hall	Ms. Lewis-Brooks	Ms. Sanchez
Florida A&M University	7	TBA	Mr. Feaster	Ms. Pierce	Dr. Griswold	Ms. Gamble
Tennessee State University	8	Mr. Buttram	Mr. Williams	Mrs. Ralls	Ms. Aaron	Mrs. Hetherington
University of Memphis	8	Mrs. Rayford	Mrs. Smith	Ms. Heim	Ms. North	Mr. Mairtin

Physical Education / Electives	Special Programs	Administration
Mr. Portis Mrs. Carter Ms. Powell Ms. Smith Mr. Hurst Mr. Cowles Mr. Evans Ms. Irby	Ms. Jetton, CBI Ms. Amorosa, CBI Ms. Warren, CBII Ms. Pickett, CBI Mr. Jones, BIP Mrs. Reese, BIP Ms. McLaughlin, ISS	Ms. Howard Ms. Ramsey Mr. Torbert Ms. McGhee

Secretaries	Custodians	Cafeteria	Specialists /
Mrs. Vinson Ms. Spann	Mr. White Ms. Robinson Mr. Bivens Mrs. Dixon Ms. Bradley	Ms. Walker Ms. Birl Ms. Harris Ms. Lockley Ms. Smith	Mrs. Farris, Counselor Ms. Perine, Counselor Ms. Dunn, Librarian

Important Dates 2022-2023 School Year

PROGRESS REPORTS AND REPORT CARDS

Event	Progress Report Date	Grading Period End	Report Card Date
1 st Grading Period	September 15, 2022	October 6, 2022	October 13, 2022
2 nd Grading Period	December 3, 2022	December 16, 2022	January 05, 2023
3 rd Grading Period	February 18, 2023	March 10, 2023	March 16, 2023
4 th Grading Period	April 29, 2023	May 18, 2023	May 25, 2023

MONTHLY PARENT (PTO) MEETING DATES

Fall 2022	Spring 2023
Wednesday, September 28, 2022	Wednesday, January 25, 2023
Wednesday, October 26, 2022	Wednesday, February 22, 2023
Wednesday, November 16, 2022	Wednesday, March 29, 2023
Wednesday, December 14, 2022	Wednesday, May 17, 2023

SCHOOL HOLIDAYS (NO STUDENTS)

Event	Date
First Day of School	August 9, 2022
Labor Day	September 5, 2022
Fall Break	October 7-10, 2022
Virtual Learning Day	October 28, 2022
Veterans Day	November 11, 2022
Thanksgiving	November 22, 2022 through November 25, 2022
Winter Holidays	December 19, 2022 through January 2, 2023
Professional Development Day	January 3, 2023
MLK Day	January 16, 2023
President's Day	February 20, 2023
Spring Break	March 20, 2023 through March 24, 2023
Virtual Learning Day	April 7, 2023
Last Day for Students	May 25, 2023

[Link to District Calendar](#)

[Link to District Assessment Calendar](#)

Goodwyn Middle School

2022 -2023

Bell Schedule

<i>Intake/Breakfast 7:15-7:45 (30 minutes)</i>				
<i>Homeroom 7:45-7:55 (10 minutes)</i>				
	Periods	Period Length	Period Begin	Period End
	Period 1	45 Minutes	8:03 am	8:83 am
	Period 2	45 Minutes	8:51 am	9:36 am
	Period 3	45 Minutes	9:39 am	10:24 am
<i>Lunch A (Sixth Grade)</i>	Period 4	49 Minutes	10:27 am	11:16 am
<i>Lunch B (Seventh Grade)</i>	Period 5	49 Minutes	11:21 am	12:10 pm
<i>Lunch C (Eighth Grade)</i>	Period 6	49 Minutes	12:15 pm	1:04 pm
	Period 7	45 Minutes	1:09 pm	1:54 pm
	Period 8	48 Minutes	1:57 pm	2:45 pm
<i>Dismissal</i>	2:45 pm			

GENERAL BEHAVIOR PROCEDURES

The integrity of success that Goodwyn Middle School obtains depends on the faculty, staff, parents, and students working together to accomplish our goals. The following procedures listed below have been implemented to ensure a successful school year:

Hallway Procedures:

- **Students must**
 - Walk to the right of the hall and conduct themselves in an orderly manner
 - Keep the noise level to a minimum
 - Refrain from horseplay and use of profanity
 - Avoid public displays of affection
 - Respect school property
 - Act in a manner that promotes a positive learning environment

Lunchroom Procedures:

- **Students must**
 - Have teachers' permission before entering/ leaving the lunchroom
 - Respect other students position in line (no skipping or cutting)
 - Remain at assigned tables or assigned seats
 - Follow teacher's clean-up plans for tables and floors
 - Not throw objects
 - Speak only at designated times
 - Keep the noise level to a minimum when permitted to speak
 - Carbonated drinks nor outside-commercial food is allowed in the cafeteria
 - Adhere to instructions given by school employees including cafeteria staff

Students are not allowed to take any food or beverages out of the lunchroom without permission. The principal has authority to prohibit outside food and drink, and any items that may be hazardous to others, i.e. (aerosol sprays and perfumes).

In order to prevent the spread of foodborne illness and to promote safety, consistency, and equal access for the growing number of children who have life-threatening food allergies, the following guidelines will take effect beginning with the 2022-2023 school term:

- *All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification. Food should be unopened and in a sealed package.*
- *Homemade or home-baked food will not be allowed at school parties or brought to school to be shared with other students.*
- *Parents may still provide homemade or home-baked foods for their child's snack or lunch. These items MAY NOT be shared with other students.*

Classroom Procedures

- **Students must**

- Follow the classroom rules of behavior established by each teacher
- Bring all required materials and supplies
- Complete all assignments and activities assigned by the teacher
- Not bring food items inside the classroom
- Keep cell phones away unless given permission by the teacher
- Keep all large jackets and sweater with hoods in their locker
- Gain permission from the teacher before leaving class for any reason
- Use computers and technology in the appropriate manner as directed by the teacher

Stairs

- **Students must**

- Walk on the right side of the stairwell
- Maintain constant movement while using the stairs without stopping
- Not run, jump, slide, push, or horseplay on the steps
- Inform a teacher or administrator of any spills on the steps

Inappropriate Behaviors

- **Students will not**

- Bring/play cards or dice to school for any reason
- Wear headsets/earbuds or listen to electronic devices at school
- Play electronic games at school without the permission of the teacher
- Horseplay, touch, hit, push, shove, fight, use profanities or obscenities
- Show disrespect or defiance toward any Montgomery Public School employee
- Show public display of affection toward others, litter, or sell items of any kind
- Bring colognes, perfumes or body sprays to school
- Bring large bags or purses to school
- Bring illegal substances, tobacco products, including vapors matches, or lighters to school
- Bring “rat-tailed” (pointy) combs or hair picks to school
- Bring carbonated drinks, alcoholic beverages, candy, chewing gum to school
- Bring any food or beverage, other than their lunch, to school (**lunches must be in a lunch box**)
- Participate in any activity that disrupts the school environment

This list is a general overview. There are additional behaviors not allowed as determined by Montgomery Public School Student Conduct Manual or by the school principal.

SELLING ITEMS

Students cannot sell or distribute any snacks, drinks, food, or any item to other students under any circumstances. Any items that are confiscated will be disposed of by the school administration.

SCHOOL DISCIPLINE PLAN

Principal's Authority: The Principal is granted authority by the MPS Board of Education to modify the consequences for violations of a rule indicated in the Student Conduct Manual by exercising good judgment in considering extenuating factors presented by the school system employees, the student or the student's parent or representative. Such factors may include but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified.

The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence witnessed by students, MPS has the right to question and/or interview students outside of present students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.

Class A acts include behaviors that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate the Board of Education procedure. Consequences for violations of Class A offenses will follow the list of suggested corrective strategies outlined in the Montgomery Public School Student Conduct Manual. Class A offenses will be handled by the teacher in most cases. Consistent violations of Class A offenses will be upgraded. **All offenses above Class A will be handled by the principal and/or his designee.**

AFTER SCHOOL-DETENTION

Staff members that assign detention must ensure that students are supervised for the entire length of detention. Detention letters will be sent to parents at least twenty-four hours before the date of detention. Students will sign for detention letters and will be responsible for taking the letter home to their parents. Detention will begin at 3:00 and end at 5:00. Parents must make arrangements for the child's transportation from school. Students that do not attend detention will receive additional consequences.

IN-SCHOOL SUSPENSION

Students may be assigned to the in-school suspension program for violation of school rules and/or other forms of serious misconduct for a period of 1 to 3 school days. The in-school suspension has its own rules, regulations, and requirements. Students must complete all assignments and meet all requirements set forth by the in-school suspension coordinator. Otherwise, additional consequences will be implemented following a new discipline referral. Notification will be provided to parents when students are assigned to the in-school suspension program.

OUT-OF-SCHOOL SUSPENSION

Students may be suspended for violation of school rules and/or for other forms of serious misconduct for a period of 1 to 5 school days. While on suspension, students may not come to campus for any reason unless permitted by the principal. Written notification will be provided to parents when students are assigned to the in-school suspension program. When the student's presence on campus endangers persons or property or threatens the disruption of the academic process, the student will be immediately removed from school.

BUS STUDENTS

Students who ride school buses are expected to follow all Montgomery Public Schools Transportation Department rules and regulations. Violation of these rules may result in the loss of the privilege to ride the bus. The MPS Student Conduct Manual applies to bus behavior as well as behavior on the school campus. Once on the bus, the student is under the jurisdiction of the Montgomery Public Schools. The buses are allowed to carry only their regularly assigned students. Questions concerning transportation should be directed to the Montgomery Public Schools Transportation Department at (334) 284-2085.

HALL PASSES

Students are not permitted to leave the classroom during instructional time unless in case of an emergency and they are accompanied by a teacher or have a HALL PASS from a teacher or administrator. Students located in the hall after the tardy bell will be subject to disciplinary action.

Expectations Matrix for Students

Expectations	Description
Be productive and engaged	<ul style="list-style-type: none"> ● Students must remain on task and complete all assignments. ● Students must actively participate and ask appropriate questions. ● Students should positively greet and acknowledge others. ● Students should give and seek assistance when needed. ● Students should use time appropriately and efficiently.
Be respectful	<ul style="list-style-type: none"> ● Students must use appropriate language and volume. ● Students must follow directions the first time they are given. ● Students must respect the learning of others. ● Students must allow those around them to learn. ● Students must listen when others are speaking or presenting. ● Students must be polite and exhibit good manners. ● Students should maintain a positive mindset and attitude. ● Students should use kind words and actions. ● Students must wait to be dismissed by the teacher. ● Students must take care of personal and school property.
Be prepared to learn	<ul style="list-style-type: none"> ● Students must bring supplies requested by the teacher. ● Students must sit in their assigned seats and wait quietly for directions. ● Students must report to class on time and be ready to learn. ● Students must remain on task and put forth their best effort.
Be responsible	<ul style="list-style-type: none"> ● Students must keep their lockers organized and clean. ● Students must keep hallways and classrooms clean and neat. ● Students must go directly to assigned locations. ● Students must demonstrate self-control when frustrated. ● Students must wear appropriate clothing and follow the dress code.
Be safe	<ul style="list-style-type: none"> ● Students must keep their hands and feet to themselves. ● Students must remain in their assigned area. ● Students should use equipment and supplies properly. ● Students must use computers properly when given permission. ● Students must remain seated unless given permission to stand. ● Students must report unsafe behavior to an adult. ● Students must walk on the right side of the highway. ● Students must enter and exit the classroom in an orderly manner.

UNIFORM DRESS CODE PROCEDURES

ALL MPS SCHOOL STUDENTS ARE REQUIRED TO WEAR UNIFORMS.

State educational authorities and recent court decisions have determined that style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards. MPS believes that requiring neat, clean, and appropriate clothing encourages an atmosphere conducive to learning. No open holes, bare midriff, spandex, see-through or low-cut blouses/shirts are permitted. Students are to wear clothing that fits properly. Pants are to be worn at the waist (no sagging). Students are required to dress according to the MPS Student Conduct Manual. The uniform guidelines of the school coincide with the MPS dress code but in a more detailed and school-specific form. Please refer to the MPS website for additional information regarding dress code requirements for students.

GMS Dress Code for 2022-2023

Grade Level	Tops*	Bottoms <i>No cargo Pockets</i>	Belts	Shoes	Book Bags
6	Solid Gray Polo or Solid Gray Sweater with no hood	Khaki or Black	Black/Brown	Sneakers	No bookbags permitted
7	Solid Black Polo or Solid Black Sweater with no hood	Khaki or Black	Black/Brown	Sneakers	No bookbags permitted
8	Solid Red Polo or Solid Red Sweater with no hood	Khaki or Black	Black/Brown	Sneakers	No bookbags permitted

Uniform Dress for Girls

Tops/ Shirts- Grade level color as stated above. All shirts must be tucked in at all times.

Bottoms: Solid Khaki / Black– Pants, Skirts/skorts, and shorts. Shorts, skirts, and skorts must be no higher than 1 inches from the crease in the back of the knee. Slits in skirts and dresses must meet the knee-length regulation. Pants must be worn at the waist (NO SAGGING). No shredded clothing and clothing with holes or tears will be allowed. Oversized or undersized clothing will also not be allowed. No jeans, jeggings, or leggings will be allowed. Overalls and jumpers are not permitted.

Jackets: Solid black, white, red, or gray. Large jackets will be kept in lockers at all times. Jackets that are not solid colors must be kept in the lockers. Jackets must zip or button up. Hoodies or pullover jackets may not be worn.

Undershirts: Solid white, black, red, or gray is required.

Sweaters: Appropriate grade level color.

Shoes: Athletic only (no sandals, high heels, wedges/stilettos, slides, boots, crocs, flip-flops, slippers, open-toe shoes, or thin sole shoes). Shoe color must match each other. Shoestrings' colors must match each other.

Socks: Solid color with no graphics. Sock colors must match each other.

Belts: Black or brown belts **are required** when pants have belt loops. Only one belt is to be worn. No other colors are allowed. No oversized belt buckles are allowed.

Jewelry: No bracelets, jewelry that includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, large finger rings, hoop earrings larger than one inch/studs larger than a half-inch in circumference, or any type of large or bulky jewelry. Visual piercing jewelry will be limited to ears only. (See MPS Code of Behavior).

Headwear/Hair coloring: No hats, skull caps, caps, sunglasses, sweatbands, headbands, bandanas, hair bonnets, durags, or shower caps.

Uniform Dress for Boys

Tops/ Shirts- Grade level color as stated above. All shirts must be tucked in at all times.

Bottoms: Solid Khaki / Black– Pants. Shorts must be no higher than knee length from the crease in the back of the knee. Pants must be worn at the waist (NO SAGGING). No shredded clothing and clothing with holes or tears will be allowed. Oversized or undersized clothing will also not be allowed. No jeans, jeggings, or leggings will be allowed. Overalls and jumpers are not permitted.

Jackets: Solid black, white, red, or gray. Large jackets will be kept in lockers at all times. Jackets that are not solid colors must be kept in the lockers. Jackets must zip or button up. Hoodies or pullover jackets may not be worn and must be kept in the locker.

Undershirts: Solid white, black, red, or gray is required.

Sweaters: Appropriate grade level color.

Shoes: Athletic only (no sandals, high heels, wedges/stilettos, slides, boots, crocs, flip-flops, slippers, open-toe shoes, or thin sole shoes). Shoe color must match each other. Shoestrings' colors must match each other.

Socks: Solid color with no graphics. Sock color must match each other.

Belts: Black or brown belts **are required** when pants have belt loops. Only one belt is too worn. No other colors are allowed.

Jewelry: No bracelets, jewelry that includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, large finger rings, hoop earrings larger than one inch/studs larger than a half-inch in circumference, or any type of large or bulky jewelry. Visual piercing jewelry will be limited to ears only. (See MPS Code of Behavior)

Headwear/Hair coloring: No hats, caps, sunglasses, sweatbands, headbands, bandanas, hair bonnets, durags, or shower caps.

DRESS CODE PROCEDURE

STUDENT DRESS CODE Procedure

Attire that is considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate in an educational setting. Attire does include but is not limited to hairstyles or color. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Montgomery Public Schools.

1. All Montgomery Public Schools students are required to wear uniforms. The colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with the attire. Standard belt buckles only (no oversized belt buckles).
2. Shorts, skirts, and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee-length regulation.
3. Students must wear shoes that cover their feet. Athletic shoes in the colors of white, black, or a combination of white and black are preferred. Each school may permit other colors of shoes as deemed appropriate. No bedroom slippers, Crocs, flip flops, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh-high boots, or athletic slides will be allowed.
4. On special occasions, principals may designate days when dress for students may be adjusted.
5. Hats, caps, sweatbands, bandanna, visors, sunglasses, and hoodies should not be worn to school. If worn, the student will be required to take such items off before they enter the school building.
6. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. The hair length should not be longer than the middle of the back unless natural. Facial and or tongue jewelry is not allowed for males or females. For safety reasons, visual piercing jewelry is limited to ears only. Hoops larger than one inch will not be allowed. Jewelry that includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets, and large finger rings will not be allowed.
7. Students must wear clothing that fits properly and is clean. Pants must be worn at the waist, and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be a uniform length and may not drag on the floor. No pajamas or sleepwear is allowed. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/ braces shall be fastened, and belts buckled.
8. Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing which is too tight, too short, and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.
9. All students are expected to be well groomed and exhibit proper hygiene at all times in an effort to promote and maintain a clean and sanitary learning environment.
10. Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.
11. Students shall not be permitted to wear clothing, accessories, or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts.

Consequences

Consequences will vary by school age (i.e. more leniency will be shown to an elementary student versus a high school student.)

First violation: Parent/guardian will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes to school

Second violation: The student will receive one-day detention and/or in-school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes to school

Third or subsequent violations: will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

OPT-OUT PROVISION - If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code Procedure, the parent/ guardian shall seek an exemption from the Associate Superintendent of Student Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

ATTENDANCE REGULATIONS

Daily attendance in each class is essential to the student's educational success. Within three days upon returning from an absence, check-in, or check-out, the student must present a written excuse to the first period/homeroom teacher. Failure to provide a note will result in an unexcused absence. The student will receive a zero for any assignment(s) missed due to an unexcused absence from class. Unexcused absences, check-ins, and check-outs will be reported to the district's attendance officer.

Excused Absences

Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal, or the superintendent's designee will be unexcused.

1. Personal Illness
2. Serious illness in the family verified by an Attendance or District Resource Officer
3. Death in the immediate family (not to exceed one week)
4. Absence for the observation of recognized holidays of the child's own faith
5. Inclement weather makes it dangerous to attend school (Will be announced by the MPS Public Relations Department).
6. Court-required appearance
7. Emergency conditions as determined by the superintendent or principal
8. Prior permission of the principal with the request from the parent, guardian, or legal custodian. Parents must complete the "Prior Approval of Absence" form obtained from the school office. This form must be signed by the principal before the absence takes place.

Any student in grades 6-8 who has accumulated more than (10) unexcused absences per year per one (1) credit course may be denied credit for that course. **All prior approval absence forms must be hand-**

delivered to the Office of Student Services or mailed via U.S. Postal Service within two weeks prior to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you, or include a copy if mailed, a valid photo identification.

ATTENDANCE CLARIFICATION

If you believe mistakes have occurred concerning your child's/children's attendance, please follow the steps listed below:

1. Examine each day and date carefully for errors. Use **the parent portal for Powerschool** to check. Ultimately, it is the parent's/legal guardian's responsibility to monitor attendance.
2. If you have doctors' notes or hospital admission forms, send or bring them to your child's homeroom teacher. Call the School Office at 260-1022 to schedule a conference with your child's homeroom teacher to discuss attendance.
3. Check the Attendance Report sent to you to see if we have the correct telephone number and address.
4. Your child's homeroom teacher is responsible for attendance which is checked & updated daily.
5. It is **your and your child's responsibility** to present documentation/written notes upon returning to school after an absence. **Remember the deadline is three (3) days after he/she has returned.**
6. Remember the Attendance Procedure states that a student missing more than 10 unexcused days per year or 5 unexcused days per semester may be denied academic credit for that class.
7. Please let the homeroom teacher know immediately if there are errors on your child's Attendance Report.
8. Parents are encouraged to contact the school to obtain information regarding Powerschool, a web-based program that allows parents to view grades, class schedules, attendance, and discipline records (260-1022). The Powerschool procedures and contract are in the back of this handbook and must be signed and returned by the parent/legal guardian.

MAKE-UP ASSIGNMENTS/HOMEWORK

Make-up work shall be provided for any excused absence from a class or school. When a student returns to school after an excused absence, he/she has three days or the number of days of consecutive absences, whichever is greater, following the student's return to class to make up work. It shall be the responsibility of the student or student's parent, guardian, or legal custodian to arrange with each teacher to make up work. Make-up work shall be permitted only when written excuses from a parent, guardian or legal custodian have been received in accordance with this procedure.

STUDENT ARRIVAL & DEPARTURE

Students transported by school buses arrive and depart school at the MPS Transportation Department's scheduled times. Students who are not transported by school bus should not arrive on campus prior to 7:10 a.m. nor remain later than 3:00 p.m. No students are allowed in the building before or after school unless they are under the supervision of an MPS employee.

For the safety of all students, it is imperative that students are picked up by the designated time. Supervision is not available before and after the times indicated above. Failure to comply with these school rules will result in administrators contacting the Montgomery Police Department.

CHECK-IN/TARDY PROCEDURES

Students are required to report to school no later than the official beginning of the school day which is 7:45 a.m. and to be on time for all classes during the school day. Students not seated at his/her desk when the 7:45 a.m. bell rings are considered tardy. Teachers will mark students tardy who report to class between 7:45 a.m. through 8:00 a.m. Students who arrive on campus after 8:00 a.m. must be signed in by a parent, legal guardian, or an individual whose name appears on the student’s registration card. The student will be given a tardy pass to class. A tardy will only be excused when the student presents to office personnel or the teacher a written excuse, in compliance with the district’s excused absences/tardies, explaining the reason for the tardy. Tardies/check-ins are excused for the same reasons as absences. Tardiness for any other reason is unexcused and will result in disciplinary action. No make-up work will be given for unexcused tardies.

1. A tardy is defined as not being in one’s seat when the tardy bell rings. In order to meet the Alabama State Department of Education’s (ALSDE) instructional requirement, students are expected to be ready to learn when the bell rings to start the class.
2. Absences exceeding 50% of the class period will be coded as an absence rather than a tardy.

Consequences for Classroom Tardies:

Occurrence	Consequence
First Tardy	Student Warning
Second Tardy	Student Warning
Third Tardy	Parent Contact
Fourth Tardy and Beyond	Parent Contact and Detention, ISS, and/or OSS

CHECK-OUT PROCEDURES

Students who leave school for any reason must check out through the main office.

1. Any student who needs to check out of school because of illness or any other valid reason may request a check-out pass from the teacher he/she is assigned to. The teacher will complete the check-out request and send it along with the student to the main office. Each teacher will exercise professional judgment when issuing check-out passes.
2. No student is permitted to leave the school without being signed out. Only persons whose names appear on the school’s registration card may check out students. Written permission is to be given by the parent/guardian or “emergency person” shown on the school’s registration form

before each checkout. Valid picture identification is required. Students who leave campus without permission will be subject to disciplinary action.

3. Parents/guardians must always report directly to the main office upon entering the building when checking a student in or out. **A valid picture ID is required.**

Students must be in attendance a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after half of the school day is counted as an absence. **There will be no check-outs after 2:00 p.m.**

Check-ins, check-outs, and tardies for more than 50% of the class period will be considered an absence from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences.

Perfect Attendance

A student will not be eligible for a perfect attendance certificate if the student has an absence, check-out, or check-in. Perfect attendance awards are designed to recognize students that have attended school 100% of the time.

Unauthorized Absence from Class or School

This violation includes being out of class without an appropriate pass, as well as cutting class(es) or skipping school. A student must be in the designated place at the time stated on the pass. Students that do not report to their assigned classes will be considered skipping. Stiff consequences will be implemented for students that skip classes in accordance with the MPS Student Conduct Manual.

Field Trips

Students at GMS are encouraged to participate in a variety of extracurricular and co-curricular activities. Students, parents, and teachers should be aware that such activities might interfere with the academic/educational experiences that are provided in our classrooms. It is the student's responsibility to complete any make-up work resulting from attending the field trip. It is the responsibility of the student to obey school rules and MPS procedures when attending a field trip.

Attending school-sponsored activities away from the regular school setting and participating in extracurricular activities are valuable parts of the comprehensive educational experience. To ensure that these activities are successful, administrators and teachers will clearly explain behavioral expectations to students, parents, and chaperones. In turn, parents, sponsoring staff members, chaperones, and students must encourage and display appropriate behavior as well to make these activities beneficial and productive.

DISMISSAL

Students will be dismissed in waves at Goodwyn Middle School. At 2:45 PM, car riders and walkers will be dismissed. Walkers must immediately leave campus. Car riders must report to the blacktop in front of the gym to wait for their ride. Bus riders will be released at 2:41 PM to the cafeteria. Bus riders must quickly report to the cafeteria and sit at their assigned table. Once students are seated, bus passes will be issued. Students that do not present a valid bus pass will not be permitted to board any MPS school bus. Students that do not follow dismissal procedures will be disciplined for willful disobedience in accordance with the MPS Student Conduct Manual.

GUIDANCE DEPARTMENT

The Guidance Staff wishes you a successful year!

Students must plan for a successful year by doing the following:

- Work to make the highest grades possible in all classes.
- Be present and on time for all classes. Bring written excuses within 3 days of each absence. (More than 10 unexcused absences may result in denial of credit).
- Make good decisions regarding your behavior. Seek adult assistance when having difficulties.
- Put yourself around others who are making good decisions.
- Participate in one to two school or community activities each year.

Information for Students and Parents:

- Assignment requests for students out of school for extended periods may be made through the Guidance Office.
- We encourage parents and students to contact teachers via email to address questions.
- Students and parents may schedule appointments with counselors.
- Students **MUST** pass the four core credits and one elective to be promoted from one grade to the next
- Any private school that you wish to attend with the intent of transferring credits back to an MPS site should be SACS Approved at the time of attendance. We recommend that you request documentation in writing that verifies the school is SACS APPROVED.

PROGRESS REPORTS

Progress Reports will be provided to parents each grading period for all students. These reports should be signed by parents and returned to the school. Parents who wish to receive weekly reports of their child's academic progress must request them in writing to the school counselor. The reports will continue through the end of the current nine

weeks grading period. Parents must then submit a new written request if they wish to receive weekly reports for the next grading period.

GRADE VALUES

A	90 -100	Excellent achievement at the assigned performance level.
B	80 – 89	Above-average achievement at the assigned performance level.
C	70 – 79	Average achievement at the assigned performance level.
D	60 – 69	Below-average achievement at the assigned performance level.
F	0 – 59	Below-average achievement at the assigned performance level.

HONOR ROLL

Students will be recognized for making the all “A” and “A-B” Honor Roll at the end of each grading period.

GIFTED PROGRAM

Gifted students are those who perform at high levels of academic and/or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by regular school programs. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. A student may be referred for the gifted program by teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. Parents or teachers may refer students who exhibit high ability in academic, as well as creative areas. Students may also refer to themselves. The referral committee at each school considers grades, achievement scores, creative products, and other outstanding accomplishments. The school follows all state and federal guidelines. For more information contact the Office of Special Education at (334) 269-3808.

TEACHER CONFERENCE REQUESTS

Conferences with teachers may be held after school hours or during the teacher’s planning period, as scheduled by the grade level administrator. Parents/Guardians should notify the school if a scheduled conference cannot be kept.

LIBRARY MEDIA CENTER

The Library Media Center will open each day from 7:20 a.m. until 2:45 p.m. Students are allowed to use the computers, make copies at ten cents a page, research projects, read, and check out materials. All

books are checked out for a period of two weeks and must be renewed or checked in by the due date. A fee of five cents per school day will be added to the student's library account for an overdue book(s). At the end of each nine weeks, students must pay for lost books.

CARE OF SCHOOL PROPERTY

It is the duty of every student to be a protector and caretaker of all property belonging to the school system. Students who injure, deface or destroy any property of the school system will be required to pay for damages. Students must respect the property rights of others.

TEXTBOOKS

State-owned textbooks are furnished by Montgomery Public Schools. "...The parent, guardian, or other person having custody of a child to whom...textbooks are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks" (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly and covered with book covers furnished by the school system. Books must be taken to class each day. Students will be charged for books that are lost or damaged. Students are not permitted to make any markings on state-owned textbooks.

1. Books will not be issued to students until they return the Textbook Forms signed by parents or guardians indicating they will be responsible for lost or damaged textbooks.
2. Textbooks will be checked twice each nine weeks.
3. Students with missing books will be charged a lost textbook fee.
4. Students who write on books or deface them in any way will be charged a fee.
5. An invoice listing textbook fees owed will be sent home with report cards.
6. Students who owe for textbooks from the 2022-2023 school year will not be issued textbooks for the 2022-2023 school year.

LOCKERS

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and of students. Lockers remain the property of the school. Students may exercise exclusive control of his /her locker with the exception of granting fellow students permissible access at any time for security reasons. At the beginning of the school year, students may rent lockers from their first-period/homeroom teacher. Only those students assigned a locker should know its combination. Sharing of lockers is prohibited.

GENERAL PROCEDURES

TRESPASSING

Unauthorized persons on school property are trespassers and will be subject to legal prosecution. Students who are suspended may not return to campus for any reason or participate in any school activity.

SCHOOL VISITORS (BOARD OF EDUCATION Procedure)

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff, and visitors all persons visiting the school are required to enter through the designated main entrance to sign in at the school office and present the proper identification, including at least one photo ID.

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A Procedure TO EFFECTUATE THIS SECTION OF THE CODE

SCHOOL VISITOR Procedure

SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child or other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of the school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision on whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.

6. **Disruptive Visitors** - Montgomery Public Schools expects mutual respect, civility, and orderly conduct from all individuals on school property or at school-sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as the termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content, or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply to all MPS properties and at MPS-sponsored events.

9. In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school-sponsored events (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

WITHDRAWALS

Parents or guardians may withdraw students from school through the Guidance Office. Upon completion of the withdrawal form, the necessary paperwork will be completed. Student records will be forwarded to the new school by the Guidance Office.

SCHOOL TELEPHONE

The office telephones are not to be used by students except in the case of an emergency. Students must request permission from school office personnel. Before a student may use the school telephone, the teacher of record must issue a hall pass. Students will not be called from class to receive phone calls. The school will be happy to take messages for students and ensure prompt delivery.

PHOTOGRAPHS AND VIDEOS OF STUDENTS

In order to protect the safety of all students, parents, guardians, or visitors should refrain from including other students in pictures that are taken at any school-sponsored events (on or off campus). Furthermore, parents and guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

ELECTRONIC DEVICES

POSSESSION OF ANY ELECTRONIC DEVICES

Students is not permitted to use a cell phone or any electronic device in school. This includes but is not limited to, an iPhone, Smartwatches, smartphones, other adapted PDAs, or electronic devices. Principals have the authority to allow the use of cell phones and electronic devices for instructional purposes during class, however, that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school. Unless otherwise stated, cell phones and other electronic devices are to be kept in the student's locker while students are in the school building. If a cell phone rings or beeps in class/school, it is considered to be in use. Students assigned to behavior alternative sites are to adhere to the MPS Cell Phone Usage Procedure. Procedures for confiscating, securing, and returning devices will be developed on a school-by-school basis. School officials accept no responsibility for safeguarding confiscated items or for loss/Stolen or damage to confiscated property. **No confiscated item will be released before 3:00 PM. The person picking up the device must have a state-issued ID**

The cell phone/telecommunication device guidelines of the school coincide with MPS Procedure but in a more detailed and school-specific form.

Consequences for Cell Phone/Electronic Devices Violations

1st Offense – Confiscate devices on all offenses; hold for 24 hours and return to the parent/legal guardian at the end of the following school day.

2nd Offense – Confiscate device; hold for three days, return to parent at the end of the 3rd day, and use Corrective Strategies.

3rd Offense – Confiscate device; hold for five days, one-day out-of-school suspension, phone returned to the parent at the end of the 5th day and use Corrective Strategies.

If a violation of this rule also violates other Class B and/or C offenses, additional consequences will be imposed. **Refusal to give a staff member the device after a violation of school and classroom rules will result in escalated disciplinary actions. Students will not be allowed to bring a cell phone on campus with them.**

CONFISCATED ITEMS

Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The items will be stored in a locked area of the main office. The items will only be returned to the student's parent or legal guardian. It is the student's responsibility to inform their guardian that an item has been confiscated. Parents should call the office to arrange a time to retrieve the item. The parent will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with the MPS Student Conduct Manual. Any items not claimed by the end of the school year will be donated to charity.

EMERGENCY DRILLS

Fire and inclement weather drills are conducted periodically during the school year. Escape plans are taught and reviewed by teachers and students. A detailed emergency plan exists in each classroom, and the school is prepared for a variety of emergency situations.

MEDICAL ASSISTANCE

MEDICATIONS:

District procedure states that no medication of any kind may be administered to any student by any school personnel without written authorization and instructions from the student's physician and parent(s). The **MEDICATION PRESCRIPTION FORM MUST BE FILLED OUT BEFORE MEDICATION BEING GIVEN AT SCHOOL**. Students are responsible for reporting to the Nurse's Office to receive their medication. Parents are responsible for making sure the school has an adequate supply of medications.

ACCIDENTS:

It is the responsibility of the student or his/her parents to see that all accidents, major or minor, that occur on school grounds be reported to the school office as soon as possible. Students must report all accidents that occur on school property to the person in charge at the time of the accident.

ILLNESS:

If a student becomes ill, he/she should request a check-out pass from the teacher. For severe illnesses, students will be sent to visit the school nurse, and a parent will be contacted.

GOODWYN MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK & 2022-2023 School-wide Discipline Plan

Notice of Receipt

This form must be signed and immediately returned to your homeroom teacher.

My parents/guardians and I hereby acknowledge by our signatures that we have received and read or had read to us the **Student - Parent Handbook**. We understand that the procedures apply to all students and parents of Goodwyn Middle School and at activities and events sponsored and supervised by school officials.

Note: Proper signatures are required below from the student and parents/guardians.

(Signed) _____ Date _____
(Student)

(Signed) _____ Date _____
(Parent/Guardian)

(Signed) _____ Date _____
(Parent/Guardian)

Homeroom Teacher _____