

Muscle Shoals Middle School

Student Handbook

2019-2020



Committed to Excellence, Dedicated to Success

Muscle Shoals Middle School

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Muscle Shoals Middle School



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Guidance Counselor

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Secretary

Judy Handback
Bookkeeper

Kelley Word
Nurse

Lee Nesbitt
School Resource Officer

PRINCIPAL'S MESSAGE

On behalf of the faculty, staff, and administration, we would like to welcome you to a new school year at Muscle Shoals Middle School. Our school offers challenging curriculum together with a variety of school programs in which you can participate. Your success at Muscle Shoals Middle School depends on your active involvement in your learning, in both the courses you take and the activities in which you participate. Your teachers, administrators, and staff are dedicated to helping you get the most out of your experiences here at Muscle Shoals Middle School.

This handbook answers many of the questions you may have about the rules and activities here at Muscle Shoals Middle School. We are looking forward to helping you have a good school year, and we are always open to any suggestions you might have to make Muscle Shoals Middle School a better place to be.

A handwritten signature in black ink that reads "Kevin Davis".

Kevin Davis, Ed.S.
Principal

Table of Contents

INTRODUCTION	5
ALMA MATER	5
COAT-OF-ARMS	5
FACILITY	5
2019-2020 SCHOOL CALENDAR	7
PHILOSOPHY	8
VISION STATEMENT	8
MIDDLE SCHOOL PRIORITIES	8
BELIEFS	9
ACADEMICS	9
CHILD FIND	9
GRADE REPORTING	10
GIFTED PROGRAM	10
HONORS CLASSES	10
INSPECTION OF STUDENT RECORDS	11
PHYSICAL EDUCATION	11
PROBLEM SOLVING TEAM (PST)	11
PROMOTION AND RETENTION	11
SEMESTER EXAMS	12
SUMMER SCHOOL	12
WORK POLICIES – DEPARTMENTAL	13
ATTENDANCE	14
ARRIVAL AND DEPARTURE	14
ATTENDANCE	14
BELL SCHEDULE	18
CHECKING IN AND CHECKING OUT	18
MAKE-UP WORK	18
PERFECT ATTENDANCE	19
TARDINESS TO SCHOOL	19
WITHDRAWAL AND TRANSFER	19
CONDUCT	19
ALTERNATIVE/IN SCHOOL SUSPENSION PROGRAM	19
BACKPACKS	21
CELL PHONES	21
DISCIPLINE	22
CONDUCT GRADE PROCEDURES	27
DRESS CODE	28
DUE PROCESS	29
HALL PASSES	29
INTERROGATIONS OF STUDENTS	29

LOCKERS	30
SATURDAY SCHOOL	30
SEARCH AND SEIZURE	31
SEXUAL HARASSMENT	32
STUDENT CONTROL	32
STUDENT DEMONSTRATIONS	32
SUSPENSION	32
TELEPHONE USE BY STUDENTS	33
TEXTBOOK RESPONSIBILITY	33
GENERAL INFORMATION	33
CAFETERIA	33
GIFTS AND/OR DELIVERIES TO STUDENTS	34
LUNCH SCHEDULE	34
MEDIA CENTER	34
MEDICATION GUIDELINES FOR STUDENTS	35
PUBLIC ADDRESS ANNOUNCEMENTS	36
PUBLICITY	36
RELEASE OF STUDENT INFORMATION	36
STUDENT INSURANCE	36
STUDENT MESSAGES	36
TITLE IX, SECTION 504, TITLE VI	36
VISITORS (STUDENTS AND PERSONNEL)	37
NON-RESIDENT STUDENTS	37
SAFETY	37
CRISIS COMMUNICATION SYSTEM	37
EARLY SCHOOL DISMISSAL IN EMERGENCY	37
FIRE AND WEATHER INSTRUCTIONS	38
LATE ARRIVAL PROCEDURE	38
SAFE SCHOOLS	39
STUDENT ACTIVITIES	39
EXTRA CURRICULAR ACTIVITIES	39
HONORS AND COMPETITIONS	40
STUDENT COUNCIL	40
Traffic Flow Details	41
Morning Drop-Off	41
Morning Drop-Off Map	42
Afternoon Pick-Up	43
Afternoon Pick-Up Map	44

INTRODUCTION

The mission of the Muscle Shoals City School District, a progressive system of excellence, is to provide opportunities for all students to obtain wisdom and achieve their greatest potential through challenging expectations that create a vision for a successful future.

The mission of Muscle Shoals Middle School is to bridge students from childhood to adolescence by educating, challenging, and empowering them to become life-long learners and productive citizens through a culture of enriched opportunities.

ALMA MATER

All praise to Thee our Alma Mater
Mighty Trojans we,
May greater glory, love unending
Thine forever be.
Our worth in life, will be Thy worth,
We pray to keep it true,
And may Thy spirit live forever,
In our hearts for you.

Composed in 1972 by Charles R. Stratford

COAT-OF-ARMS

Colors: scarlet, white, and black

Shield: Circular in shape, surmounted on crossed spears and supported by mantling. In the left half of the shield is a torch surmounted by a scroll inscribed with a letter "M." Below the scroll and torch is the date, 1962, all on a white field. In the upper right quarter of the shield is a winged foot proper on a scarlet field. In the lower right quarter is a white lyre surmounted by a scarlet feather all on a black field. Below the shield is a ribbon inscribed with Muscle Shoals. The crest above the shield is a Trojan head.



The torch symbolizes achievement. The scroll symbolizes scholarship, with the "M" denoting the school; 1962 is the founding date. The winged foot symbolizes athletics. The lyre and quill symbolize extracurricular activities and the arts. The Trojan and spears symbolize the school mascot and school spirit.

FACILITY

At its opening in 1970, the current MSMS building housed grades nine through twelve. These grades remained in this building until 1999 when the new high school was built. Middle school students previously attended McBride Middle School (now McBride Elementary School). Muscle

Shoals Middle School was created fall 1999 for grades six through eight. In 2008, a new ten room addition was added to house the sixth grade students.

2019-2020 SCHOOL CALENDAR

New Teacher Orientation	Friday, July 26, 2019
Institute Day	Monday, July 29, 2019
Registration, Grades K-12	Tuesday, July 30, 2019
Teacher Workdays	Wednesday, July 30-31, 2019
Students Report for Class	Thursday, August 1, 2019
Labor Day Holiday	Monday, September 2, 2019
Staff Development Day (students do not report)	Friday, October 11, 2019
Fall Break	Monday-Tuesday, October 14-15, 2019
Veterans' Day Holiday	Monday, November 11, 2019
Thanksgiving Holidays	Monday through Friday November 25 - 29, 2019
Last School Day before Christmas Holidays (early release)	Wednesday,, December 18, 2019
End of First Semester	Wednesday,, December 18, 2019
Teacher Flex Day	Tuesday, January 2, 2020
Teacher Work Day	Wednesday, January 3, 2020
Schools Open after Christmas Holidays	Thursday, January 6, 2020
Martin Luther King Holiday	Monday, January 20, 2020
Presidents' Day	Monday, February 17, 2019
Spring Break	Monday through Friday March 23 – 27, 2020
Weather Day	Friday, April 10, 2020
End of School Term for Students (early release)	Wednesday, May 20, 2020
Graduation	Thursday, May 21, 2020
Teacher Work Day/End of Teacher Contract	Thursday, May 21, 2020
Memorial Day Holiday	Monday, May 25, 2020

PHILOSOPHY

The faculty of Muscle Shoals Middle School believes that our program should serve to bridge the gap between elementary and high school. During this transition period the goal is to help the student develop mentally, physically, emotionally, socially, and ethically so that his or her participation in society might be active and profitable. Learning situations should challenge the mind of each student and provide experiences in which he or she will achieve some measure of success.

The school exists for the community and continually adapts its curriculum to meet the needs of a changing society. The middle school environment should help each student to develop potentially as an individual, to become self-directed in learning, and to be personally responsible for actions and attitudes toward others. The interaction between the school and the community completes the total educational process at Muscle Shoals Middle School.

VISION STATEMENT

The faculty and staff of Muscle Shoals Middle School will assist students in reaching their full potential in preparing for the future by serving as a “bridge” from elementary school to high school. In order to accomplish this, MSMS will provide an academic core that is aligned with rigorous content and performance standards; will maintain a staff of professionals committed to the continued growth and development of self-directed learners; expose students to a wide variety of instructional experiences in a safe, supportive, and nurturing environment; facilitate student learning through authentic instruction that is based on current knowledge of the most effective teaching and learning practices; integrate technology to produce a community of learners who can acquire, retrieve, and analyze information; introduce and encourage the appreciation of the fine arts through tactile and cognitive skills; encourage the valued role of home and community in the education of students; and develop a caring, diversified environment in which all students and educators expect to succeed.

MIDDLE SCHOOL PRIORITIES

1. Give attention to study skills, those skills which will permit students to learn more effectively on their own at higher levels of learning.
2. Give all middle school children the opportunity to succeed in every aspect of the middle school program, regardless of previous achievement.
3. Attempt to use instructional methods more appropriate to this age group by individualizing instruction, using variable group sizes, multimedia approaches, beginning independent study programs, and inquiry oriented instructions.
4. Place emphasis on students developing a trusting relationship with adults and peers to develop a climate for personal growth and intellectual development.
5. Teach values, skills and sense of social responsibility that are important for good citizenship.
6. Provide teachers who have been trained especially for, and who are committed to, the education of emerging adolescents.
7. Develop multi-disciplinary studies where teachers from a variety of academic areas provide opportunities for students to see how different areas of knowledge fit together.
8. Offer a wide range of exploratory opportunities for students, academic or otherwise.

9. Expand the structure of opportunity for learning by offering after school tutoring, summer school, and enrichment programs.
10. Arrange cooperative planning time.

BELIEFS

- Students must be provided with experiences that enable them to become aware of their uniqueness thus promoting self-confidence, self-reliance, and self-discipline.
- Students must participate in planned activities that will lead to progress in acquiring, developing, and mastering basic skills as well as developing aesthetic appreciation.
- Students must be provided an atmosphere for creative thinking, positive action, and intellectual curiosity.
- Students must be provided educational experiences that will enable them to exercise informed judgment in adapting to the culture and living conditions of this time.
- Students must be provided with skills to utilize non-school forces in the educational process.
- Students must be acquainted with future career choices and the preparation to fulfill these choices.
- Students must be provided guidance in using leisure time in a meaningful way.
- Students, regardless of their learning capabilities, must be presented with challenging experiences in which each learner can feel valued and successful.
- Students must be provided with a challenging curriculum, a positive atmosphere, and a meaningful educational experience that maintains sequential growth patterns for the student.
- Students must be provided with an environment in which they are aware of their rights and responsibilities as a citizen of the school, community, state, nation, and world.

ACADEMICS

CHILD FIND

The Muscle Shoals City School System serves children within our jurisdiction who need special education and related services to benefit from their education. Please contact the Student Services Office at the Muscle Shoals Board of Education (256-389-2675) if your child has a disability and is in need of these services.

The Muscle Shoals City Schools will provide an interpreter to communicate with non-English speaking parents and students eligible for I.D.E.A. services.

GRADE REPORTING

Progress reports will be *given* to each student during the fifth week in each 9-weeks period. Those dates are the following: **September 5, November 7, February 6, and April 9**. Parents and students may view grades anytime via the INOW portal. Please see Mrs. Berry, the office secretary, for further information.

Each student will receive a computerized report card at the end of each 9-weeks period. It is the responsibility of the student to share the report card with his/her parents. The following is a list of dates on which parents should expect students to bring home report cards:

	<u>End of Grading Period</u>	<u>Report Cards</u>
1st Reporting Period	October 4, 2019	October 10, 2019
2nd Reporting Period	December 18, 2019	January 09, 2020
3rd Reporting Period	March 6, 2020	March 12, 2020
4th Reporting Period	May 20, 2020	Mailed

GIFTED PROGRAM

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents, or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is 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.

To make a referral, contact the Supervisor of Student Services at the Muscle Shoals Board of Education or the Gifted Education Specialist at McBride Elementary School.

HONORS CLASSES

MSMS offers advanced classes in math, English, and science. Placement in these classes is based on student interest, previous grades, and standardized test scores. The curricula in these classes are accelerated, rigorous and provide extension to the courses of study. Some of the honors classes include participation in state and local academic competitions. Our goal in offering honors classes is to prepare students for advanced placement courses offered at the high school.

INSPECTION OF STUDENT RECORDS

Official student records, files, and data may be inspected by parents and legal guardians of a particular student. Students who are over 18 years of age may inspect their own records. The following procedures shall be followed in making inspections of student records:

1. All requests for inspecting student records shall be made in writing on forms provided by the Muscle Shoals Board of Education. Permission shall be granted to persons who are eligible to make such inspections within a reasonable period of time but in no case more than 45 days after making the request.
2. The request shall be signed by the person making the request and shall be kept permanently with the file folder of the student. This shall be available to parents, legal guardians, students who are 19 and older, and school personnel who have access to these files.
3. When a student has attained 18 years of age or is attending a post-secondary education institution (full time), the permission or consent to release records shall thereafter only be required of and accorded to the student.

PHYSICAL EDUCATION

Physical education is required of ALL students unless there is a letter from a physician stating that the student is unable to participate. Gym shoes are required of ALL students.

P.E. dress code is as follows:

6th Grade: White shirts and black shorts

7th Grade: Gray shirts and black shorts

8th Grade: Red shirts and black shorts

Sleeveless shirts and tank tops are not allowed.

The length of shorts must follow the middle school dress code.

Lockers are \$5.00 per year. ALL students are required to rent a gym locker to provide for the SAFE storage of clothing and other personal items which the student will need to carry to the gym with him/her. Students should not carry purses or backpacks to P.E unless it is a Monday or Friday and transporting clothes is necessary. IT IS IMPERATIVE THAT LOCKERS IN THE DRESSING ROOMS BE LOCKED AT ALL TIMES, ESPECIALLY WHILE THE STUDENT IS PARTICIPATING IN HIS/HER P.E. CLASS. This should secure any clothing, books, and other personal items which are placed in the lockers. (Students should double-check the lock each time they fasten it to make sure that the locking mechanism is engaged.) The teacher is NOT to be responsible for lost or stolen items due to students failing to PROPERLY secure their gym lockers. There will be a replacement charge of \$10.00 for lost locks.

PROBLEM SOLVING TEAM (PST)

A problem solving team consisting of teachers, administrators, and other support personnel reviews student data regarding need for assistance; recommends the type of assistance to be provided; and reviews data reflecting progress being made by students. A tiered system of academic and/or behavioral assistance or intervention is provided based upon identified student needs. Interventions typically include specialized, research-based teaching strategies provided within the classroom or in small-group settings.

PROMOTION AND RETENTION

Placement, promotion, or retention shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives. In retaining or promoting a pupil, the primary consideration will be the child's academic achievement. Other factors such as a child's age, his or her social and emotional maturity and needs will be considered.

PROMOTION POLICY FOR GRADES 6-8:

Board Policy 7.3.5 – Promotion: Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. The determination of whether to promote or retain a student will be made by school officials.

In addition, students in 6th grade must pass reading, English, math, social studies, and science to be promoted to the next grade. Students in 7th and 8th must pass English, math, social studies, and science to be promoted to the next grade. Students with failing yearly averages may remove the failure(s) by passing course(s) in summer school.

SEMESTER EXAMS

Semester exams will be given to students in grades six, seven, and eight. Students with an "A" average (90 and above) and no more than four absences (excused or unexcused) may exempt the semester exam. Students with a "B" average (80 and above) and no more than three absences (excused or unexcused) may exempt the semester exam. Students with a "C" average (70 and above) and no more than 1 absence (excused or unexcused) may exempt the semester exam. Students who do not meet any of the previous stated criteria will be required to take the semester exam. Semester exams will be given on December 18, December 19, May 21, and May 22. Review days and exams will be given by subjects instead of periods for students that take exams. Students will be required to do the exam review and take the exam if they are at school and are not required to take exams.

Grade	Absences Allowed	Percentages
Sixth Grade	A – no more than four B – no more than three C- no more than one	10% of total grade
Seventh Grade	A – no more than four B – no more than three C- no more than one	12% of total grade
Eighth Grade	A – no more than four B – no more than three C- no more than one	14% of total grade

SUMMER SCHOOL

Any student who expects to receive credit for summer school work must: (1) obtain a permission slip/registration form from the principal PRIOR to attending summer school and (2) maintain an average of at least 60% on ALL work completed during summer school. Summer school locations and cost will be announced in the spring. No half-credits will be given. Any student missing four or more days will not be given credit.



WORK POLICIES – DEPARTMENTAL

Student work is a very important part of the education process. In order for students to achieve their maximum potential and to learn responsibility, they must turn in assignments on time. The following departmental work policies will be in effect for the 2018-2019 school year:

Math: Homework in math classes can be graded based on completion or accuracy.

Significant work must be shown in order to receive credit for homework graded based on completion. 100% completion will receive a grade of "100." Less than 100% completion but more than 50% completion will receive a grade of "50." Less than 50% completion will receive a grade of "0." Credit is based on teacher discretion. Every fifth zero will result in a write-up. Two fifties will count as one zero; therefore, each 50 that is obtained on homework can contribute to a potential write up.

Homework may also be graded based on accuracy at the teacher's discretion. Homework graded based on accuracy does not apply to the work policy. Late work will only be accepted due to an excused absence. This policy will start over at the beginning of each grading period.

English/Language Arts: Within the English department, teacher discretion will be used for homework assignments. Minor homework assignments (i.e. copying spelling words) will NOT be allowed to be made up. More important assignments (i.e. rough draft of essay, ongoing project) will be allowed to be re-done or made up with the possible highest grade of 60%. The punishment for not completing minor assignments will be zeroes. After excessive zeroes on minor or more important assignments, parent contact will be made. If the behavior continues, the teacher will use write-ups as punishment. This policy will start over at the beginning of each grading period.

Science: Students who don't have assignments on the due date will be given an extra night to complete and turn in the work for up to 50% credit. If work is not turned in the following day, a zero will be assigned. Students who habitually turn in work late may receive disciplinary action. Considerations will be made at the teacher's discretion for unusual circumstances.

Social Studies: Students who don't have assignments on the due date will be given an extra night to complete and turn in the work for up to 50% credit. If work is not turned in the following day, a zero will be assigned. Students who habitually turn in work late may receive disciplinary action. Considerations will be made at the teacher's discretion for unusual circumstances.

ATTENDANCE

ARRIVAL AND DEPARTURE

School personnel will not be responsible for students arriving before 7:30 a.m. nor staying after 3:15 p.m. unless they are involved in an athletic event or a school-sponsored event after 3:15 p.m.

In the mornings, students who eat breakfast at school should go to the commons. All other students should report directly to the gym. Sixth graders will leave the commons/gym at 7:50 a.m. and seventh and eighth graders will remain in the commons/gym until the first bell rings at 7:55 a.m. In the afternoons, students are to leave the building by 3:15 p.m.

Once students have arrived on campus, they may not leave the campus without following normal checkout procedures. Upon arrival, students are to go directly to their designated area. If a student chooses to disobey the rule and leaves campus after arriving in the morning (even if before the 7:55 a.m. bell rings), the student will be considered truant from school and will face disciplinary consequences.

ATTENDANCE

A. EXCESSIVE ABSENCES

To achieve in school, regular attendance is necessary. Students must be in attendance 160 days in EACH class in order to receive credit for academic work. In extenuating circumstances, students may appeal **to an attendance committee** to determine eligibility for credit for the year's work for each class in which the student did not attend a minimum of 160 days.

***For one semester classes (science and social studies), parents will be notified on the fifth absence and then again on the eleventh absence.**

1. After a student's tenth absence (*or fifth), parents/guardians will receive a letter from the school. The purpose of the letter is to remind parents of the attendance policy of Muscle Shoals City Schools and to inform parents that ten (*or five) or more absences have been accumulated by the student.

2. Upon the student's twenty-first absence (*or eleventh), parents/guardians will receive another letter from the school. The purpose of this letter is to inform the parents of the student's excessive absences and to give further directions for an attendance hearing to be held in either December and/or May.
3. An attendance hearing for students with twenty-one (*eleven days for half year classes) or more days absent will be held in either December and/or May. Parents and students must attend the hearing at the specified place, date, and time. Parents may be asked to present proper justification for excessive absences such as doctor's certificates. During the attendance hearing, or within five working days after the hearing, the attendance committee will finalize a decision for the student and inform the parents.

B. EXCUSED AND UNEXCUSED ABSENCES

1. EXCUSED ABSENCE means that the student has presented a lawful reason justifying the absence from school, and will be allowed to make up any work that was missed due to the absence.

According to Alabama State Law, the following constitutes an EXCUSED absence:

1. Personal illness;
2. Hospitalization;
3. Death in the immediate family;
4. Inclement weather which would be dangerous to the life and health of the child, as determined by the principal;
5. Legal quarantine;
6. Emergency conditions, as determined by the principal;
7. Prior permission of the principal upon request of the parent or legal guardian;*
8. Court subpoena; or
9. Religious holidays

*This permission must be granted PRIOR to the student's absence. Otherwise, the absence(s) must be deemed UNEXCUSED, and any work missed by the student will not be allowed to be made up. This includes family trips, business trips, vacations, and any other personal reasons for students missing school.

2. UNEXCUSED ABSENCE means that the student has not presented a lawful reason for the absence from school, or the reason was not presented within three days of the absence, and the student will *not be allowed to make up any work* missed during the absence. UNEXCUSED ABSENCES WILL RESULT IN A ZERO (0) FOR ANY WORK MISSED and could result in more severe penalties.

According to Alabama State Law, UNEXCUSED absences shall include:

1. Truancy;
2. Absence through parental neglect;
3. Poverty;
4. Work; or
5. Any other reason not included as excused.*

*Other examples of *unexcused absences* include:

- Out of school suspensions (work may be made up for out of school suspensions).
- Failure to give a reason for a student's absence.
- Failure to give a reason for a student's absence within three days.
- Failure to obtain PRIOR permission of the principal for planned absences.

3. ADMINISTRATIVE ACTION FOR UNEXCUSED ABSENCES

Alabama Legislative Act 93-368 requires the school principal to follow the following procedures concerning students with unexcused absences:

FIRST UNEXCUSED ABSENCE – The principal (call system or email) will notify the parents/guardian of the absence and the reason(s) why the absence is considered unexcused.
SEVENTH UNEXCUSED ABSENCE – The principal must refer the student and his/her parent/guardian to the Juvenile Probation Officer(s) of Colbert County.

4. GENERAL ABSENCES

a. WRITTEN EXCUSES

WITHIN THREE DAYS of an absence, a student who is absent for any reason must bring a written excuse from a parent, guardian, or physician. The excuse should be given to the secretary in the office and should include the date of the absence(s), the name of the child’s homeroom teacher, and the specific reason for the absence(s). IF THE WRITTEN EXCUSE IS NOT BROUGHT WITHIN THE THREE DAY PERIOD, THE ABSENCE WILL BE MARKED UNEXCUSED. For trips or planned absences, the written excuse must be presented to the principal **before** the absence in order to be excused. This can be submitted via email to kdavis@mcs.k12.al.us.

*Only 7 total parent/guardian notes and/or parent/guardian phone calls per school year will be accepted as excused for student absences. All absences beyond that will require a doctor’s excuse or other appropriate documentation or will be considered unexcused.

Excused Absence Form

Student Name: _____

Grade: _____

Homeroom: _____

Date of Absence: _____

Parent Signature: _____

Reason for Absences: Please circle or check one of the following. Attach doctor's excuses if available.

Personal illness

Inclement weather which could be dangerous to the life or health of the student if he/she attended school.

Legal quarantine

Death in the immediate family.

Emergency conditions as determined by the Superintendent or designee.

Prior permission of the principal and with the consent of the parents.

b. CALL-INS

When a student is absent, the parent and/or guardian should phone the school (256-389-2640) before 9:00 a.m. to inform us of the reason for the absence.

c. FIELD TRIPS

Students who are away from school because of participation in school- sponsored activities or field trips shall be marked PRESENT and shall be PERMITTED to make-up schoolwork missed (See MAKE-UP WORK).

BELL SCHEDULE

1 ST	8:00 – 8:49
2 ND	8:52 – 9:39
3 RD	9:42 – 10:29
4 TH	10:32 – 11:19
5 TH	11:22 – 12:09
6 TH	12:33 – 1:20
7 TH	1:23 – 2:10
8 TH	2:13 – 3:00

CHECKING IN AND CHECKING OUT

Students who arrive at school late must check-in through the office. Students who are late due to oversleeping or for any other unexcused reason will be counted *tardy to school*. An excused check-in is one excusable by a doctor's excuse if the student had a morning appointment, or for any other reason excusable by law (See **ATTENDANCE: EXCUSED ABSENCES**).

Students are never to leave the campus once arriving. Students must follow check out procedures in order to leave campus, even if before the 8:00 a.m. bell rings. Parents/guardians **MUST** come into the school to sign the student out of school. In order for a person other than the parent/guardian to check out a child, by law, the parent/guardian must notify the school in advance, preferably in writing. Students are **not allowed** to check out to go eat lunch. This will be counted as an unexcused absence in the circumstance that it occurs. Students will be counted **unexcused** if a reasonable explanation is not presented to a member of the office staff when checking in or checking out.

Except in cases when a student is ill, we strongly discourage students waiting in the lobby until a parent/guardian arrives to sign out the student. For the benefit of the student, due to the instruction he/she misses while waiting, all students will remain in the classroom until the parent/guardian arrives at school to sign the student out of school.

MAKEUP WORK

An excused absence gives the student the privilege of making up the work missed during the term of the absence. It is the responsibility of the STUDENT to contact the teachers to arrange for ALL makeup work. All makeup work should be completed at the convenience of the teacher (either in the morning or immediately after school).

When a student misses a test or any other school work due to an UNPLANNED absence of one to three days, he/she will have three (3) days to complete the work. If the absence has been longer than three (3) days, the students will have the same number of days to complete the missed work, as he/she was absent. (Example: If a student misses 6 days, then he/she has 6 school days to make up the work.)

If the work/test was assigned prior to the absence, the student will be expected to take the test and turn in the work ON THE DAY HE/SHE RETURNS TO SCHOOL. This rule is to be followed with regard to school-related absences due to parental consent with the permission of the principal.

If a student does not complete his/her makeup work on schedule, then he/she will receive a zero (0) on that work.

PERFECT ATTENDANCE

Perfect attendance is defined as being in school a FULL day for every day of the school year. A student that is tardy to school or checks out for any reason will not have perfect attendance. School begins at 8:00 a.m. and ends at 3:00 p.m. Students must be in homeroom at 8:00 a.m.

TARDINESS TO SCHOOL

Students who are not inside their respective classrooms when the 8:00 a.m. bell BEGINS to ring are to be marked *tardy to school*. Students who check in later in the morning as unexcused will be considered *tardy to school*. The only tardiness which will be excused will be for a doctor's appointment. In order for the tardiness to be EXCUSED, a NOTE must be brought from the DOCTOR verifying the appointment. An attempt to notify a guardian will be made on a student's third tardy in a nine week period. Saturday School will be assigned on the fourth, fifth, and sixth tardy. A student will receive ISS (for all tardies) after his/her sixth tardy. If Saturday School is missed, the student will be assigned ISS the following week. In addition, unexcused checks-ins and check-outs will be considered as tardies. Check-outs within 30 minutes of dismissal time will only be allowed due to emergency situations.

WITHDRAWAL AND TRANSFER

A parent must come in and sign a withdrawal form. The student must turn in ALL books and pay all fees on the day he or she plans to withdraw.

CONDUCT

ALTERNATIVE/IN SCHOOL SUSPENSION PROGRAM

1. Students assigned to the ISS/Alternative School are expected to conform to ALL rules published in the Muscle Shoals Student Code of Conduct and the School Handbook relative to students.

2. Students must report each day between 7:45 and 8:00 a.m., with textbooks, pencil and paper. Upon arrival, students must be seated at their assigned cubicle. School will dismiss at 3:00 p.m.; students must be off the ISS/Alternative School campus by 3:15 p.m.
3. The student must be accompanied by a parent or guardian on the first day of the assigned period. NOTE: Due to limited parking spaces, student(s) assigned to the ISS/Alternative School will not be allowed to drive to and from the campus and must be signed in and out by a parent, guardian or designated person each day.
4. Students must supply his/her own textbooks. No book bags.
5. Searches and seizure will be conducted by staff if probable cause is warranted.
6. Students who arrive late to ISS/Alternative School will not be allowed in.
7. Students who check out will be assigned another day at the ISS/Alternative School to replace the day checked out.
8. If a student is truant from the ISS/Alternative School, additional days will be assigned to the length of the original referral time.
9. If a student is absent (excused) for the first day of his/her referral time, the initial time will start on the first day the student is able to return to the ISS/Alternative School.
10. In order for the student to have an excused absence from the ISS/Alternative School, a written explanation must be submitted the day of return from a parent or guardian, along with a phone number where the parent or guardian may be reached.
11. Students will be assigned to an individual study cubicle. Students cannot leave the assigned cubicle or communicate with any other student without permission.
12. There will be no sleeping, vandalism, throwing objects, talking, chewing gum, writing or passing of notes, inappropriate periodicals, disrespect, or moving about for any purpose without permission.
13. Students must satisfactorily complete teacher or ISS/Alternative School assignments daily; additional days may be assigned if work is not satisfactorily completed.
14. Students referred to the ISS/Alternative School will not be permitted on base school campus, during referral stay, without base school principal's permission.
15. A student sent to the ISS/Alternative School is not allowed to participate in any extra-curricular activities or practices during the ISS/Alternative School assignment period.
16. Students are not allowed to deface any school property.
17. Students **MUST** follow the **School Dress Code** and the **Cell Phone policy**, as addressed in the Code of Conduct and the Student School Handbook.
18. Students **MUST** bring lunch money each day.
19. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adequately adjust to base school environment.
20. Any misbehavior or failure to follow rules/guidelines may result in additional days, suspension or expulsion.
21. Each student assigned to the ISS/Alternative School will sign a copy of the ISS/Alternative School rules indicating he/she have received, read and understand the rules of the program.
22. The ISS/Alternative School Administrator will make decisions that are in the best interest of the student and the ISS/Alternative School program.
23. When a student is assigned to the ISS/Alternative School program, their parent or guardian will be notified by the assigning school administrator, as specified in the Code of Conduct and the student handbook.
24. Students assigned to the ISS Program are not allowed to ride the bus from Muscle Shoals High School to the Muscle Shoals Career Academy.

25. Students are not allowed to have visitors during the hours they are assigned to the ISS Program. Parents are the only individuals outside the school system who will be allowed to see students during their assigned time in ISS.

BACKPACKS

Any type of bag that is used for books is allowed on campus for the purpose of bringing books to and from school. **Book bags, backpacks, purses, string bags, and any other bags are not allowed to be taken from class to class unless prior permission has been obtained from the teacher in special circumstances.** It is understood that bags for PE clothing may be taken to PE on occasion as the need exists to transport clothing to and from home for washing. However, bags should remain in the student's hall or P.E. locker the majority of the time, and may NOT be left in the hall outside a classroom. Athletic bags should be left in the designated area in the gym or classroom with prior teacher approval.

CELL PHONES

Under the rules established by the school administration, students in grades 3-12 may have pagers, cell phones, and other communication devices that are off and not visible during normal school hours. **Middle School students must keep these communication devices in their lockers during normal school hours.** If a student wears a Smart (Apple) watch, they should silence it during the school day.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to school or school related activities.

Students who use their cell phones during the course of the school day will receive the following consequences:

First Offense: Take up phone and contact parent to pick up phone.

Second Offense: Take up phone and contact parent to pick up phone. Student will be assigned to one day ISS.

Third Offense: Take up phone and contact parent to pick up phone. Student will be assigned three days of ISS.

Fourth Offense: Take up phone and contact parent to pick up phone. Student will be assigned to five days of alternative school.

Fifth Offense: Take up phone and contact parent to pick up phone. Student will be assigned to ten days of alternative school.

DISCIPLINE

Discipline in the classroom is necessary for optimal instruction to take place. It is the desire of the Muscle Shoals City Board of Education that all students conduct themselves in a manner so that the learning environment is kept free from distractions or disruptions. A code of conduct for Muscle Shoals City Schools has been established whereby violations are classified into Type I, Type II, and Type III violations. Each student is given a copy of the code of conduct and the parents are expected to read and sign indicating that they are aware of the policies. All students are expected to stay free of the violations listed in the Muscle Shoals Code of Conduct.

The Board of Education allows reasonable corporal punishment under the terms of Board Policy 6.16. Corporal punishment will be administered only as a disciplinary measure by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment will not be administered in the presence of another student.

Each teacher will distribute a list of classroom rules to students. If a student violates any of the teacher's rules, he/she will be subject to teacher inferred consequences. Middle school students will be disciplined through a major/minor referral program. Teachers of any grade level at Muscle Shoals Middle School have the authority to impose consequences such as verbal warnings, assigned seating, loss of privileges, before or after school detention and parental conferences. If a student's behavior becomes a pattern of non-compliance, the student will be referred to an administrator for additional disciplinary action.

A. BEHAVIORAL EXPECTATIONS OF STUDENTS

At Muscle Shoals Middle School, we expect the best from our students. Behavioral expectations are no exception. Preparing students for the world and grooming them to become responsible, productive adults mean setting reasonable limits and holding students accountable for their actions.

The following school-wide expectations for students are posted in each classroom and throughout the school as a constant reminder to students.

SCHOOL-WIDE EXPECTATIONS

Students will:

Be respectful

- Respect the people, equipment, and furnishings of the school.
- Respect the teacher's classroom rules, refrain from Code of Conduct Violations, and will follow rules listed in the Muscle Shoals Middle School Student Handbook.

Be responsible

- Be prepared and on time
- Promptly and respectfully follow directions given by their teachers.

Be resourceful

- Contribute positively to the learning environment of the classroom and to the atmosphere of the school.

B. SPECIFIC RULES FOR MUSCLE SHOALS MIDDLE SCHOOL

Students are to follow all rules outlined in the code of conduct for Muscle Shoals; in addition, students at Muscle Shoals Middle School are to observe the following. Punitive consequences will result if a student chooses to commit any of these acts.

Classifications of Violations

Violations of the established standards are categorized according to the type of misbehavior and subsequent disruption of the educational environment of the student and others. Each type of misbehavior is followed by a range of disciplinary responses. Specific disciplinary actions to be implemented will be at the discretion of the principal or assistant principal based on the severity of the act. The following examples are types of student misbehavior and administrative response. They are examples only and are not intended to be all inclusive:

Type I

1. Excessive tardiness to class
 - The fourth tardy and beyond to each class, except 1st period and 1st block, results in a write up.
2. Minor disruption in the classroom or during school activities
 - Eating/drinking in the classroom without permission from the teacher.
 - Talking to other students in a class without permission from a teacher.
 - Trinkets that disrupt the learning environment will not be allowed at school (ex. playing cards, laser pointers, magic tricks, chains, assorted gadgets, etc.). The teacher will take up any item(s) perceived as causing a problem at school.
3. Unauthorized absence from class or school.
 - Leaving campus at any time. Once students are on campus, they may not leave without following checkout procedures even if before the 8:00am bell rings.
4. Inappropriate dress – See Dress Code Policy.
5. Disruptive hair style or color – See Dress Code Policy.
6. Unintentional and/or non-directed use of profane or obscene language.
7. Participation in games of chance for money and/or other items of value.
8. Unauthorized fund raising:
 - Selling anything during the school day that is not a school-related activity.
9. Vehicular violations.
10. Violations of classroom rules:
 - Not wearing class t-shirt to intramurals and other events designated by the teacher.
 - Making unnecessary noise or causing unnecessary commotion in the halls or in the cafeteria (throwing food, yelling, sitting at the wrong table, breaking line, etc.).
 - Trading collectibles will not be allowed.
 - Running in the building, halls, and/or on the breezeway.
 - Bringing soft drinks into the cafeteria.
 - Borrowing money from other students.
 - Bringing a guest to school.
 - Crossing Avalon anywhere other than at the crosswalk directly in front of McBride Elementary School or any other legal crosswalk established by the city of Muscle Shoals.

- Riding bicycles, scooters, motorcycles, or skateboards on the school campus.
 - Providing false information to school personnel.
 - Being late to class or missing a class without written permission from a teacher.
 - Use of aerosol sprays or other common chemicals for purposes other than that which they are intended.
 - Prescription and over-the-counter medication must be administered from the office. Students are not allowed to keep any type of medication within their personal belongings (See Medicine).
 - Verbal confrontations, physical tussles, horse-playing, or other minor confrontations which interrupt the school environment will not be tolerated at school and could lead to suspension.
11. Chronic failure to bring supplies to class.
 12. Repeated failure to complete class work (see *Work Policies – Departmental*)
 - Refusing to attempt or complete work that has been assigned by a teacher.
 13. Failure to complete and/or return required school forms.
 14. Inappropriate affectionate behavior.
 15. Loitering.
 16. Forgery of notes, names, etc.

Administrative responses for Type I violations include, but are not limited to:

- STUDENT CONFERENCE WITH SCHOOL PERSONNEL
- PARENTAL CONTACT
- DETENTION
- CORPORAL PUNISHMENT
- JUVENILE AUTHORITIES
- IN-SCHOOL SUSPENSION

Type II

1. Use of obscene or profane communication (verbal, written, gesture) directed toward another person.
 - Using obscene and/or profane language (verbal or written), gestures, or pictures. Gang-related symbols will not be allowed. Use of obscene or profane communication written in notes, spoken, or gestured will not be tolerated.
2. Threats to or harassment of other students, including the intent to annoy, tease, name-call or alarm another person. Threats directed towards other students or to school board employees that are perceived by the administration as potentially serious or inappropriate.
3. **FIGHTING** or other purposeful acts of violence, as perceived by a teacher. Students choosing to fight will receive the following consequences:
 - FIRST OFFENSE** – One day out of school suspension and five days of ISS.
 - SECOND OFFENSE** – One day of out of school suspension and ten days of ISS.
 - THIRD OFFENSE** – One day out of school suspension and student will be referred to the alternative school for a period of 30 days or more. If a weapon or an object is used at any time, the student will be referred to alternative school or will be recommended for expulsion. Fighting offenses will carry these assigned terms for one calendar year. They will also carry over to the high school from previous 8th grade students.

4. Stealing-Larceny-Petty Theft.
5. Possession of fireworks.
6. Vandalism – Destroying, marring, or vandalizing school property. No tape or glue should be used on walls or lockers in the school building. Students and/or parents will be responsible for restitution. Slamming and/or otherwise misusing lockers.
7. Offensive touching of another student.
8. Cheating - Plagiarism on schoolwork will not be tolerated.
 - a. A student involved in a **minor** cheating incident (copying another student’s homework, class work, etc.) will be written up by the teacher and receive a five-point conduct grade deduction. A zero will be given for the assignment.
 - b. A student involved in a **major** cheating incident (copying another student’s test, research project, etc.) will be sent to the office and receive one day of ISS and a ten point conduct grade deduction. A zero will be given for the assignment.
9. Insubordination to, or disrespect toward, school employee(s)
 - Persistent and willful disobedience towards authority figures at school will not be tolerated. Students are to willfully obey directions given to them by school board employees.
10. Possession, use, and/or sale of tobacco products.
11. Disruption on any school bus.
12. Participation in a non-school sanctioned group that is deemed disruptive to the school environment.
13. Possession of pornographic material.
14. Use of a computer or digital device to access inappropriate material (Internet).
15. Bringing inappropriate objects to school including unauthorized communication devices.
 - Bringing electronic items to school such as but not limited to MP3 players, iPods, iPads, electronic tablets, recorders, handheld electronic games, etc. will not be allowed unless specific permission from an administrator or teacher has been obtained. School personnel will confiscate such items.
16. Verbal abuse of another person.
17. Repeated and/or excessive Type I offenses.

Administrative responses for Type II violations include, but are not limited to:

- PARENTAL CONTACT
- DETENTION
- CORPORAL PUNISHMENT
- IN-SCHOOL SUSPENSION
- SUSPENSION
- ALTERNATIVE SCHOOL
- JUVENILE AUTHORITIES
- LAW ENFORCEMENT OFFICIALS

Type III

1. Possession of firearms, including air guns

2. Possession of a weapon
3. Possession of ammunition for a weapon
4. Possession, use, transfer, attempt to sale, and/or sale of drugs or alcohol (see below)
5. Possession of paraphernalia specific to drug use (see below)
6. Sexual misconduct
7. Arson
8. Discharging of fireworks
9. Disorderly conduct (serious class or campus disruptions, etc.)
10. Rendering a false alarm including bomb threat and/or fire alarm
11. Criminal mischief
12. Other criminal acts
13. Repeated and/or excessive Type II offenses
14. Continued disruption of the education environment
15. Harassment or harassing communications directed to students or employees

Administrative responses for Type III violations include, but are not limited to:

- CORPORAL PUNISHMENT
- SUSPENSION
- IN-SCHOOL SUSPENSION
- ALTERNATIVE SCHOOL
- EXPULSION FROM SCHOOL
- JUVENILE AUTHORITIES
- LAW ENFORCEMENT OFFICIALS

DRUGS, ILLEGAL/CONTROLLED SUBSTANCES, ALCOHOL

Any type of drug that a student needs to take during school hours, whether prescribed by a doctor or an over-the-counter drug authorized by a parent/guardian, will be administered by a designated school staff member following Board guidelines. Prescription medications will be administered according to a physician's schedule. See the "Medication Guidelines for Students" section of this handbook. Students may not possess medicine on school grounds.

Students found in possession/use of their own prescription medication or possession/use of common over-the-counter drugs will be dealt with by the principal on a case-by-case basis, taking into consideration the intended use. Parents will be notified of the violation and disciplinary action, including suspension, may be taken. Subsequent offenses of the same may result in stronger disciplinary action, including expulsion, from school.

The use (or being "under the influence"), possession, distribution, and/or sale of **alcohol** and the illegal use (or being "under the influence"), possession, distribution, and/or sale of **controlled, scheduled, prescription, or illegal drugs or drug paraphernalia** in a school building, on school grounds, on Board property, on school buses, at school-sponsored functions, or on a school-related trip or activity away from school is **prohibited**.

Violation of this policy is a Type III offense subject to Type III sanctions that include suspension, expulsion, or the placement in an alternative school setting.

1st Offense with no prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), the principal is authorized to place the student in an alternative school setting for up to 90 instructional days if expulsion is not recommended.

For subsequent offenses or for students with prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), expulsion from school will be recommended, and the principal or his/her designee is authorized to suspend the student out-of-school (OSS) pending a board hearing.

For any violation of the Drugs, Illegal/Controlled Substances, Alcohol policy, the student may be referred to the local law enforcement agency.

CONDUCT GRADE PROCEDURES

All students at Muscle Shoals Middle School will receive a conduct grade. The conduct grade will be reported on the nine weeks report card. Furthermore, the conduct grade will be part of the honor roll process. For example, if a student has all A's or A/B's in the academic subjects, yet has a 79 or below in conduct, the student will *not* be on honor roll.

Each teacher at Muscle Shoals Middle School has his/her own instructional style and classroom guidelines for students to follow. It will be the responsibility of the student to understand and follow these guidelines.

Students who choose to continuously commit minor infractions (Type I Offenses) will obtain consequences in the following manner:

- Offense #1 – Official warning (5 points deducted from conduct grade)
- Offense #2 – Writing assignment (5 points deducted from conduct grade)
- Offense #3 – After school detention (5 points deducted from conduct grade)
- Offense #4 – After school detention (5 points deducted from conduct grade)
- Offense #5 – After school detention (5 points deducted from conduct grade)
- Offense #6 and beyond – Office discipline referral (10 points deducted from conduct grade and consequence determined by administration)

*The minor infraction process will start over at the beginning of each nine weeks.

*Each student begins each nine weeks with a 100 conduct grade.

All Type II and Type III Offenses are immediate office discipline referrals. The conduct grade will be affected in the following manner:

- One or two days of ISS or corporal punishment (10 points deducted from conduct grade)
- Three or more days of ISS for one incident, OSS, or alternative school (15 points deducted from conduct grade)

*ISS received for not attending Saturday School will *not* result in deduction of points from the conduct grade

*Reward trip eligibility – Students who have a semester conduct grade *average* of 90 and above will be eligible to attend the reward trip for that semester. Students who have accumulated at least one office discipline referral that resulted in ISS, OSS, corporal punishment, or alternative school will not be eligible for reward trips, regardless of conduct grade.

DRESS CODE

A. STANDARDS OF DRESS

Students at Muscle Shoals Middle School are expected to come to school dressed appropriately with a level of dignity and responsibility. Students, with the guidance of their parents, may determine their own personal dress and grooming standards provided that the dress standards follow Muscle Shoals Middle School guidelines.

The administration reserves the right to address individual instances of inappropriate dress which are not covered by these guidelines:

1. Dress or appearance should not disrupt, interfere with, disturb, or distract from school activities.
2. Dress should not create health or safety hazards.
3. Dress should not conflict with the following guidelines:
 - a. No student may wear tops that are revealing in nature such as having thin straps, drooping armholes, low neckline, exposed back, or revealing shoulders. Tube tops, halters, backless dresses or shirts, spaghetti straps or strapless garments are not allowed at school. No tank tops should be worn without another shirt that complies with the dress code. Shirts/tank tops must have at least a 2-inch strap on the shoulder. No exposed midriffs are allowed, even in movement. No cleavage should be exposed.
 - b. Shorts, skirts, and dresses should not be any shorter than three inches (credit card length) above the knee.
 - c. Wearing clothing such as, but not limited to, leggings, jeggings, and yoga pants that are tight in appearance must be accompanied by clothing that completely covers the posterior region.
 - d. Boxer shorts are not allowed to be worn to school in lieu of regular short pants. Dorm pants or pajama-type clothing will not be allowed.
 - e. Students wearing jeans with holes above the knee must wear leggings or other clothing under the jeans.
 - f. Undergarments should not be visible.
 - g. Hats, caps, and toboggans are not to be worn inside the school building unless students are participating in a designated “hat day”. Hoods of coats and jackets will not be worn on the head inside the building. Sunglasses are not to be worn at school.
 - h. Obscene, lewd, or offensive pictures, advertisements, or phrases on garments or decorative items such as wristbands may not be worn at school. This includes but is not limited to any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement.
 - i. Transparent clothing should not be worn to school unless full coverage clothing is worn underneath.
 - j. Belts, straps, and suspenders must be fastened.
 - k. No sagging will be allowed.

- l. Hair color that is not a color that could be considered natural for human beings, whether temporary or permanent will not be allowed at school. Hair length should not cover the student's eyes.
- m. Decorative jewelry that could be used as a weapon, such as heavy chains, wristbands with spikes, and hair picks will not be allowed.
- n. Clothing such as bandanas or do-rags that could be perceived as gang-related will not be worn. Also, altering clothing to reflect a gang-related style will not be allowed, such as wearing a cap sideways, rolling up one pants leg, wearing one sock down and one sock up.
- o. No body piercing is allowed (other than earrings).
- p. Students should not write on their bodies or clothing with pens or pencils.
- q. No teeth grills.
- r. Students should not wear headphones or earbuds without permission from the administration or teacher.
- s. Students will not be allowed to wear contacts that are not a color that could be considered natural for human beings.

B. CONSEQUENCES OF DRESS CODE VIOLATIONS:

Any student who is perceived by the staff as having violated the Muscle Shoals Middle School dress code will be given the opportunity to correct the attire. If the attire cannot be readily corrected, the student will remain in isolation until the attire can be corrected. Students who repeatedly choose to violate the dress code will face further punitive consequences.

DUE PROCESS

Due process may be defined as a course of legal proceedings in accordance with the rules and principles established for the enforcement and protection of individual rights. The underlying concept, guaranteed by the constitution, is one of fairness, including a fair hearing and a fair judgment. In the Muscle Shoals schools, serious breeches of discipline or an accumulation of minor breaches, warranting possible expulsion, will be handled with due process.

The process for appealing or grieving an administrative decision can be found in the MSCS Code of Conduct. Appeals must be filed in writing within seven calendar days of an adverse decision. It is encouraged that an appeal begin at the lowest level of authority/ability to address the concern before initiating an appeal or grievance with the Principal (Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (Level Four).

HALL PASSES

No student is to be out of class for any reason without a HALL PASS from the teacher who has excused him/her.

INTERROGATIONS OF STUDENTS

A student in school may not be interrogated by any law enforcement authority without the knowledge of a school official. Parents will be informed of the interrogation, but this does not necessarily mean that they will be present in the interrogation process, especially if the interrogation relates to school and student safety. Any such interrogation must be done in private with an official school representative present. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.

The Child Abuse Reporting Act requires school teachers and officials to report known or suspected child abuse to the police, sheriff or Department of Human Resources. Personnel in Muscle Shoals City Schools should report such cases and then complete a Child Abuse Reporting Form. The form should be placed in a sealed envelope, marked confidential, and forwarded to the Supervisor of Student Services at the Central Office. Students may be interviewed at school by DHR on a confidential basis as prescribed by case law (Supreme Court of Alabama, Case #89-0863). Such interviews must be by the DHR assigned caseworker and must relate only to the student being interviewed.

LOCKERS

RENTAL AND USE OF LOCKERS

Lockers are the property of Muscle Shoals City Schools. The use of a locker by a student is a privilege. Lockers are rented for \$5.00 per year. Students are not to share lockers and they should not share their locker combination with other students. Lockers should be locked at all times. Students' tendencies to "jam" a locker often results in lost or stolen books.

Students may not decorate the inside of their locker with gang-like, lewd, or suggestive pictures. Since lockers are the property of Muscle Shoals City Schools, such pictures may be confiscated by the administration.

LOCKER CLEAN OUT

Students are expected to keep their lockers in an orderly manner. No containers of open food are allowed in lockers. On the last day of school, lockers will be opened and emptied. Students are encouraged to clean out their locker and to claim all valuables in their locker before the last day of school. Unclaimed items found in the lockers will be taken to a charitable organization.

SATURDAY SCHOOL

Students may be assigned to Saturday School by the principal or assistant principal. Saturday School will be held at Muscle Shoals Middle School. Parents will be notified when Saturday School assignments are made. Students should report no later than 8:00 a.m. with school work to be accomplished.

Saturday School Guidelines:

1. Saturday School begins promptly at 8:00 a.m. and dismisses at 11:30 a.m. Any student not in place by 8:00 a.m. will be marked tardy and assigned an additional Saturday School.

2. Any student arriving after 8:30 a.m. will not be admitted to Saturday School. They will be assigned to one day of ISS the following week.
3. Any student assigned to Saturday School due to excessive tardiness who fails to attend will be assigned one day of ISS the following week.
4. All students must bring books and materials to Saturday School. Students without books and materials will not be admitted and will be assigned to In-School Suspension the following week.
5. Students who leave prior to the 11:30 a.m. dismissal time will be assigned to Saturday School the following week.
6. Students are to be picked up at 11:30 a.m. each Saturday. Staff members are not responsible for students after 11:30 a.m.
7. If a student accumulates more tardies than there are Saturdays available, the student will then be assigned one day of In-School suspension for each tardy.
8. Students will be expected to abide by the follow rules:
 - (a) No talking without permission.
 - (b) No food or drink during class.
 - (c) No sleeping.
 - (d) No playing.
 - (e) Permission to go to the restroom or water fountain will be granted on an individual student basis or as needed.
 - (f) Students will not be allowed to use books from the library unless assigned by the regular classroom teacher.

S EARCH AND SEIZURE

Board Policy 6.15 – Searches (Students):

- (a) Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- (b) Personal Property – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
- (c) Personal Searches – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator or a school resource officer in the presence of another certified school employee and may include a

private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

- (d) Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature. Such conduct will not be tolerated in this school. Any person who feels they are the victim of sexual harassment should report the incident to a teacher or an administrator.

STUDENT CONTROL

The Muscle Shoals Middle School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. The principal and assistant principal will be primarily responsible for the discipline of students referred to the office and will supervise and administer policies relating to discipline. Situations occurring that are not specifically dealt with in this handbook will be handled on an individual basis. A record will be kept on all students, including the date, description of violation, and action taken. This includes tardiness, truancy, classroom misbehavior, or any violation of school rules.

STUDENT DEMONSTRATIONS

Demonstrations and disorderly activities on the part of any student or group of students in the school district at any time on school grounds shall not be tolerated by the Board of Education. All students shall be notified that their participation in any such demonstration activities, no matter how well intended, shall bring about an immediate suspension and possible expulsion from the school which they attend.

SUSPENSION

Muscle Shoals Middle School has two (2) types of suspension for serious offenses. Only a school administrator or his/her designee may suspend a student.

1. In School Suspension (ISS): Students assigned to ISS will follow the guidelines of the alternative education program. Students will be allowed to make-up class work missed.
2. Out-of-School Suspension (OSS): Students suspended at home will be allowed to make up class work missed.

The following is the procedure used in the suspension of students:

- A. The student will be informed that he/she is suspended, type of suspension, for what period of time he/she is suspended, and why he/she is suspended.
- B. Reasonable effort will be made to contact the parent by telephone or other means of communication prior to the suspension to inform him/her of the infraction and disposition.
- C. School administrators may request a conference with the student, parent/guardian, or others deemed necessary by the principal before a student can be readmitted following an OSS assignment.
- D. Students assigned to in-school suspension will be under the supervision of the Director of the Alternative School Program.
- E. All suspensions (out-of-school, in-school, and alternative school) will result in EXCLUSION from the campus and from ALL extra-curricular activities (athletics, band, any school-related event, etc.).

TELEPHONE USE BY STUDENTS

The only legitimate use of school telephones by students is in cases of illness or injury. **Calling parents for homework, books, or any other personal matter will not be allowed on the office telephone.**

TEXTBOOK RESPONSIBILITY

All students are responsible for the care of all textbooks assigned to them. Teachers will keep a record of book assignments and the condition of the books at the time they are assigned to the student. Teachers will evaluate books at the end of year when the books are checked in. Any damage will be noted and the student will be required to pay for repair or replacement of the book.

The primary reason for the close watch on the condition of the textbooks is that each book must last at least six years. Parents and students, please take good care of your textbooks.

GENERAL INFORMATION

CAFETERIA

Students are encouraged to take advantage of the nutritious meals offered in the school cafeteria. Daily menu options and pricing are posted each month on the school website. Parents eating lunch with their child should check in at the office and obtain a visitor's pass before going to the cafeteria.

All students are issued a private meal account number. Please keep enough money in your student's meal account to cover meals and extras, thus avoiding charges and phone calls from the school. Parents are asked to pre-pay for meals and a la carte items by sending cash or checks to school, or by depositing payment online using our secure Parent Account Management System, called PayPAMS. There is no cost to have an account, however there is a small fee to make an online deposit. With a PayPAMS account, you can view online what your child is eating in the cafeteria and receive a text or email reminder when your child needs money. If you have questions or suggestions about school meals or your child's meal account, please call Mrs. Oliver, Cafeteria Manager, at 256-389-2670.

To apply for free or reduced price meals, go to <https://paypams.com/onlineapp/> . New applications are needed each school year. For the upcoming year, apply after July 1.

Foods and beverages from outside establishments or food companies may not be brought into the school during meal service times. This includes canned or bottled soft drinks and foods in restaurant wrappers and bags. Foods from vendors other than the school cafeteria are not to be provided or sold to students while school meals are being served. This policy is in accordance with the State of Alabama Policy for Competitive Foods. Foods and beverages provided or sold to students during the school day should meet the USDA Smart Snack definition, with the exception of fundraisers approved by the principal.

GIFTS AND/OR DELIVERIES TO STUDENTS

The school will NOT accept deliveries of balloons, flowers, candy, or food from restaurants for students.

Parents should NOT bring gifts to school to be delivered to their children.

LUNCH SCHEDULE

Lunch will be served from 11:22 a.m. until 1:20 p.m.

Lunch Schedule

Lunch A	11:22am – 11:45am	6 th Grade	
Lunch B	12:00pm – 12:23pm	7 th Grade	
Lunch C	12:57pm – 1:20pm	8 th Grade	

MEDIA CENTER

HOURS AND CARE OF MATERIALS

The library will be open from 7:45 a.m. until 3:15 p.m. Students must pay for all damaged (beyond reasonable wear) or lost materials. Students will be charged a minimum of \$10.00 for lost paperbacks or \$20.00 for lost hardbound books. If a lost book is found after payment, that book will be given to the student. Students with outstanding books (lost, stolen, or damaged) are not eligible to check out additional books until the books are found or fine is cleared. Students who fail to turn in media center materials or pay for lost books by the end of the academic year will have their report cards and registration material for the upcoming year held until fines are cleared.

CHECK OUT POLICY

Students are allowed to checkout two books at a time. Books may be kept for a 7 to 14-day period and then renewed for an additional 7 to 14-day period.

MEDICATION GUIDELINES FOR STUDENTS

The medication administration procedures for Muscle Shoals City Schools have been written to comply with the recommendations from the State Department of Education. Please read all of the below information carefully. If your child will be taking medication during school hours, you may pick up the necessary form in the school office.

1. All medication for children in grades K-12, (prescription / nonprescription), should be brought into the school office by an adult. Students should not have medication in their possession. EXCEPTION: Students who must carry asthma inhalers as prescribed by a physician.
2. Controlled medications, such as Ritalin, will be counted by office personnel when brought into the office.
3. All medication, (prescription and nonprescription), must have a medication release form completed and on file in the office prior to medication administration by school personnel. The form must be signed by a parent or guardian for nonprescription and by the physician for prescription medication.
4. The medication release form must indicate the reason the student will be taking the medication. He/she will only be given the medication for the reason indicated.
5. Medications prescribed to be given once daily should be given at home, twice daily should be given at home before school and at night, three times daily should be given at home before school, after returning home from school and at night. One exception to this schedule involves students enrolled in after school care. Any other special considerations should be brought to the attention of the registered nurse.
6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.
7. A medication release form must be signed by a physician prior to the administration of prescription medication.
8. All prescription medication must be in the original pharmacy-labeled container. The information on the bottle must have the same information as the medication release form. Most pharmacists will give an extra bottle for home use if asked.
9. All nonprescription medication must be in the original container with the student's name written on the outside of the container. (Medication sent in any other type of container will not be administered).
10. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.
11. Unused medication should be picked up by an adult for all students in grades K-12. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break (We will not keep medication through the summer).
12. Students with potential life-threatening illnesses/conditions, (asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life-threatening) should have an emergency plan on file at the school. Parent should notify the student's teacher if an emergency plan is needed. The teacher will notify the school nurse. The school nurse will be involved in the development of the emergency plan.

NOTE: Parents, please notify your child's school if an emergency plan is needed.

PUBLIC ADDRESS ANNOUNCEMENTS

Announcements for the day will be made at 8:00 a.m. each morning and at the end of each day. It is imperative that students listen carefully to these announcements. Students are responsible for listening and adhering to any and all announcements which are made to them. Daily announcements will be posted on the school website. Weekly announcements and information will be sent to parents via email and/or posted on the school Facebook/Twitter page.

PUBLICITY

Muscle Shoals City Schools attempt to develop a cooperative relationship with local newspapers and area television stations. During the year we receive requests to photograph or video students at school for use in media coverage. If you do not wish the media to use photographs or video your child please, indicate so on your registration form.

RELEASE OF STUDENT INFORMATION

Names of students and their parents are released to the media for recognition of student accomplishments. If you do not want this information released, office personnel must be notified in writing during the first three weeks of school.

STUDENT INSURANCE

Student insurance is available to any student who wishes to enroll. Information is included in the registration packet and available from office personnel.

STUDENT MESSAGES

Parents, please do not ask that a message be given to a student unless it is an **absolute emergency**. Prior to the school day, please settle all questions with your child about his/her arrangements for transportation home. It is impossible to get messages to a large number of students near the end of the day. We appreciate your cooperation in this matter.

TITLE IX, SECTION 504, TITLE VI

It is the official policy of the Muscle Shoals City Board of Education that no person shall be discriminated against on the grounds of race, color, sex, disability, religion, national origin, or age, nor be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Inquiries or complaints regarding compliance with state or federal regulations may be directed to: Title VI Coordinator – Dr. Brian Lindsey; Title IX Coordinator – Dr. Chad Holden; Section 504 Coordinator (Educational) – Dr. Matthew Carpenter; and Section 504 Coordinator (Employment) –

Dr. Brian Lindsey; at the Muscle Shoals Board of Education, 3300 Wilson Dam Highway, P.O. Box 2610, Muscle Shoals, AL 35662, (256) 389-2600.

VISITORS (STUDENTS AND PERSONNEL)

All visitors (non-school personnel) must obtain a visitor's pass from the office upon entering the building, except for scheduled special events. Students may not bring a "guest" to school. Teachers should not allow a student or anyone to visit their rooms during planning periods unless they have been cleared by the office. Parents may visit classrooms with prior permission from the principal.

No outside persons (non-school personnel) are to meet with or confer with teachers in the halls, classrooms, or during planning periods without permission from office personnel or a previously scheduled conference.

NON-RESIDENT STUDENTS

NON-RESIDENT STUDENTS

In the event that a student moves out of the city limits of Muscle Shoals, the non-resident coordinator or school administrator **MUST** be notified **IMMEDIATELY**. If the appropriate personnel are not notified, that student will be dismissed from school.

If false information is provided by any student(s)/parent(s) regarding legal residence in order to enroll in Muscle Shoals City Schools, the student(s) will be withdrawn immediately.

SAFETY

CRISIS COMMUNICATION SYSTEM

Muscle Shoals City Schools has implemented the Crisis Communication System, a comprehensive plan and procedure to improve safety and security for our students, faculty, and employees. We will notify parents/guardians by phone within a matter of minutes, with information regarding school closings or delays, evacuations, natural disasters, off-campus events, school lock-downs, on-campus emergencies, or simply a reminder of an upcoming event.

Should your phone numbers change over the course of the school year, please remember to contact the school to update your phone information. You may include a home, work, or mobile phone number. We cannot include toll-free numbers (1-800, 1-877, etc.), office extensions, or pagers. All telephone numbers are protected by our privacy policy and will only be used to notify you of information regarding your child.

EARLY SCHOOL DISMISSAL IN EMERGENCY

Parents, please work with the school staff in getting students away from school safely and orderly should the school day be interrupted by an emergency. In the past, school has been dismissed primarily for inclement weather.

- If you suspect that school might be dismissed early or if school will not be in session on any week day because of the weather, listen to a local radio station, watch a local television station, or check out our website.
- The crisis communication system will be activated to notify of dismissal time.
- **Please do not call** the school to ask if school will be dismissed. We do not know until we receive official word from the superintendent if school will be dismissed or not. The radio and television stations will possibly be notified BEFORE the school is notified.
- Do not come to school to check your child out early. This sets off a chain reaction of confusion for students, teachers, and parents.
- We can clear the campus in 10 to 15 minutes if students are picked up IN THE USUAL manner. If parents come in early to pick up students, the above plan will not work and will cause delays in dismissing students out quickly and safely.

FIRE AND WEATHER INSTRUCTIONS

Fire drills are signaled by the automatic fire alarm system or an intercom announcement. Students should leave the building quickly according to evacuation directions. Students are to move to the designated areas. Teachers will call roll and account for all students. After the building is empty and the situation is clear, a single ringing of the bell will indicate that students may return to class with their teacher.

TORNADO WARNING

All schools are required to have procedures in place for tornado warnings. Muscle Shoals Middle School is no exception. Upon the notification of a tornado warning, which will be signaled by an intercom announcement, staff members will supervise students to designated areas of the building. Parents who want to check out their child during a tornado warning must come into the school and sign out the child. In order for a person other than the parent/guardian to check out a child the parent/guardian must give the school permission to release the student to another individual.

FIRE AND SEVERE WEATHER EVACUATION PROCEDURES

All schools are required to have procedures in place for fire and severe weather. These procedures are posted in each room in the school.

LATE ARRIVAL PROCEDURE

Announcements concerning late arrival to school will state the length of the delay. For example, the message might state that there will be a two hour school delay. The schools would then begin at the time based on the current start times. An announcement that Muscle Shoals City Schools will delay for two hours would mean that Howell Graves, Highland Park and Webster would commence at 9:45 a.m.; McBride at 9:55 a.m.; Muscle Shoals Middle School at 10:00 a.m.; and Muscle Shoals High School & the Muscle Shoals Career Academy at 10:07 a.m.

SAFE SCHOOLS

Students are encouraged to report serious threats to school officials. Students or parents may report concerns to school officials or the SAFE SCHOOL HOTLINE 1-888-728-5427.

STUDENT ACTIVITIES

*All student activities may not be listed as some come available after the time of publishing.

EXTRA CURRICULAR ACTIVITIES

Clubs and Organizations		Sports	
Astronomy	McGee	Baseball 7/8	Glover
Bionic	Akins/Elliot	Boys Basketball 7	G. Woods
Diamond Dolls	Crow	Boys Basketball 8	B.Aldredge
FBLA	Vaughn	Girls Basketball 7	Catrina Smith
FCS	Gargis/Howard	Girls Basketball 8	Catrina Smith
Scholars Bowl	B. Woods	Cheerleaders	Hester
Junior Civic League	L. Holt/L. Waters	Cross Country	Schafer
4-H	Moore	Dance Team	Murphy
Readers to Leaders	Etheridge/Lindsey	Football 7	Underwood
Science Club	King/Mrs.Porter	Football 8	Underwood
Student Council	Archer	Golf	Gargis
Technology Student Association (TSA)	Phillips	Soccer	Aldredge
Yearbook	Porter/Stutts	Softball	Brooks/Campbell
Debate	Etheridge	Tennis	Little
		Track	D. Davis
Fine Arts		Volleyball 7	TBD
Art	Howard	Volleyball 8	Saavedra
Beginning Band	Seay/Hood/ D. Waters	Wrestling	Thompson
Intermediate Band	Hood/D. Waters		
Concert Band	Seay		
Symphonic Band	Seay/Hood/ D. Waters		
Jazz Band	Seay		
Color Guard	L. Waters		
Chorus	Keenum		
Drama	Lough		

HONORS AND COMPETITIONS

Academic Competitions (In School)		Art Competitions (Howard)
AGS Calendar	6 th grade language	Alabama Wildlife Federation Art Contest
AMC	Math teachers	Artistic Renderings of Youth Winner
AL Peace Officers	Smith	
AL Renaissance Fair Sonnet Contest	Davis	Instrumental Music Competitions (Haskew)
Chess Club	TBD	Alabama Bandmasters District 3 Honor Band
Continental Mathematics League	Math teachers	Alabama Bandmasters Jr High All State Band
DAR	Underwood	Alabama Bandmasters Solo & Ensemble
Earth Day Poster Contest	6 th grade teachers	Shoals Area Honor Band
Geography Bee	Kirchner	State Music Assessment
Math Olympiad	Math teachers	UNA Honor Band
National Science League	Smith	
National Social Studies League	Shockley	Vocal Music Competitions (Booker)
Spelling Bee	Stutts	Alabama All-State Middle School Mixed Chorus
Times Daily Design and AD Contest	Moore	Outstanding Chorus Students
		District Solo and Ensemble
		State Music Assessment
Academic Competitions (Out of School)		UNA Honor Choir
Robotics (FLL)	Phillips	Sports Competitions
Math Counts	Rye, Porter	
Math Seminar 6	Belote	All County Basketball Team
Math Seminar 7	Porter	Fitness Award - Presidential/Governor's/National
Math Seminar 8	Rye	Volleyball - End of Year- All Tournament Team
Scholars Bowl	Woods	3 on 3 Award
Science Fair	King/McGee/Mrs. Porter	Special Olympics Winner
		Miscellaneous Awards
Honors Based on Academics		Citizenship Award
A Honor Roll	Homeroom teachers	Community Service Learning Award
A-B Honor Roll	Homeroom teachers	Future Business Leaders of America State Award
National Jr Honor Society	Ellis	Perfect Attendance
Duke Talent Search	Akins	Reading - AR Award
President's Education Award	Akins	Student Council Award

STUDENT COUNCIL

The student council is composed of one elected representative and an alternate from each homeroom. Officers and representatives are elected in the spring.

Muscle Shoals Middle School

Traffic Flow Details (Please see map on next page)

Morning Drop-Off

- Location A (Circle Drive)-There should be two lanes entering from Trojan Drive north/south at the northern part of the circle and exiting the southern part of the circle back onto Trojan Drive north/south.
- Location B (Gym Front)-There should be two lanes entering from Trojan Drive north/south. The right lane should stay straight and exit onto Trojan Drive east/west. The left lane should turn and exit back onto Trojan Drive north/south.
- Location C (Back of School)-There should be one lane entering from Harding Avenue onto State Avenue, circling the parking lot, and exiting back down State Avenue to Harding Avenue.

Important

- These are the same morning drop-off procedures that have been used in the past.
- Please note: There is a Trojan Drive running north and south and a Trojan Drive running east and west.
- Be careful not to enter into an exit.
- Please do not block the flow of traffic.
- Please follow the flow of traffic and obey all traffic signs.

These traffic procedures are in place to ensure the safety of your child. Please adhere to the directions and procedures we have in place. Thank you for your cooperation.

Morning Drop-Off Map



Muscle Shoals Middle School

Traffic Flow Details
(Please see map on next page)

Afternoon Pick-Up

Trojan Drive north/south will be blocked off from the circle drive to the gym parking lot to allow our students an area to safely cross the street.

- Location A (Circle Drive)-Those entering Trojan Drive north/south via Avalon Avenue **must enter the circle drive and exit back toward Avalon Avenue**. There should be two lanes entering from Trojan Drive north/south at the northern part of the circle and exiting the southern part of the circle **turning left (north)** back onto Trojan Drive north/south (turning right will not be an option as the road will be blocked). **There is no parking in this area.**
- Location B (Gym Front)-Those entering Trojan Drive north/south via Trojan Drive east/west **will form two lanes heading north (one-way)**. **Both lanes must turn left into the gym parking lot as Trojan Drive north/south will be blocked. Students should be picked up in front of the gym and all cars should head south and exit the parking lot by turning right (west) back onto Trojan Drive east/west toward the Athletic Facility.**

If your child is not ready to load your vehicle by 3:03p.m., please move forward and find a parking place to wait.

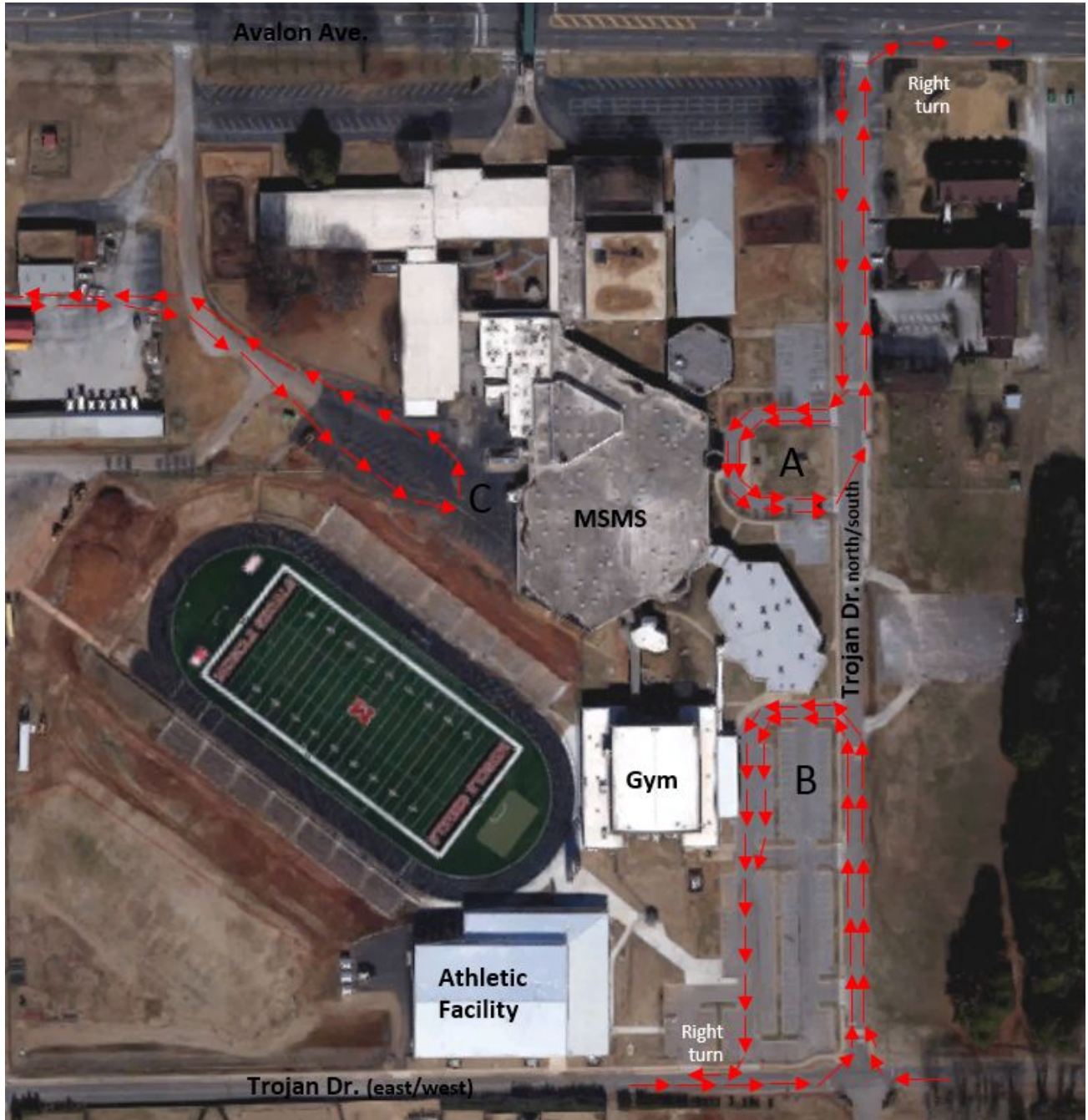
- Location C (Back of School)-There should be one lane entering from Harding Avenue onto State Avenue, circling the parking lot, and exiting back down State Avenue to Harding Avenue.

Important

- Do not attempt to enter Trojan Drive north/south via parking lot B, as it is a one-way during afternoon pick-up. All cars must exit parking lot B by turning west via the south exit toward the Athletic Facility.
- There is ample parking in Lot B (Gym Front) and Lot C (Back Parking Lot). If your child is not ready to load by 3:03p.m., please allow traffic flow to continue by finding a parking spot.
- There is no parking in or near the circle drive. **Do not attempt to park on the side of the road.**
- Please note: There is a Trojan Drive running north and south and a Trojan Drive running east and west.
- Be careful not to enter into an exit.
- Please do not block the flow of traffic.
- Please follow the flow of traffic and obey all traffic signs.
- Do not attempt to drive around any barriers or cones.

These traffic procedures are in place to ensure the safety of your child. Please adhere to the directions and procedures we have in place. Thank you for your cooperation.

Afternoon Pick-Up Map



*Disclaimer-This handbook is a guide address commonalities, regular events, and occurrences. It may be possible that the administration will have to address other issues not mentioned in the handbook.