

# **Anniston Middle School**

## **Student Handbook**



**Mr. Charles D. Gregory Sr., Ed.S., Principal**

**Dr. Marlon Jones, Assistant Principal**

**Dr. D. Ray Hill, Superintendent**

### **Equal Education Opportunity Statement**

It is the policy of the Anniston City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, or disability.

**Table of Contents****Page No.**

What We Believe	2
School Organization	3
Academic Reports to Parents, Academic Awards	4
Alcohol and Drug Use	4
AP Classes, Attendance, Bullying	4
Bus Rules	5
Cell Phones- Electronic Devices	5
Chewing gum and candy	5
Communicable Diseases	6
Counseling Services	6
Discipline	6
Dress Code	6-8
Enrollment requirements	9
Excused/Unexcused Absences	9-10
Extracurricular activities	10
Field Trips	11
No Fight Policy	11
Grading Scale	11
Graduation Requirements	11
Gun Free Policy	12
Health Screening	12
Homework	12
Illegal Drugs	12
Lost and Found	12
Materials/Supplies	12
Medications	12-13
Physical Restraint/Seclusion	13
Principal's Rights	13
Promotion Requirements	14
Religion	14
Student Discipline/Handbook	14-15
Report Card/Progress Reports	15
School Hours	15
School Lunch Program	16
Social Media	16
Student Check in-out Procedures	16
Student Lockers	16
Telephone	16
Textbooks	16
Transportation	17
Visitors	17
Withdrawal	17
Directory of Rights and Policies	18
Important Dates	19

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## ANNISTON MIDDLE SCHOOL

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### OFFICE OF THE PRINCIPAL

Charles D. Gregory Sr., Ed.S.  
Principal

Dr. Marlon Jones  
Assistant Principal

July 15, 2020

Greetings Students, Parents, Staff, and Other Stakeholders,

It is my honor to welcome you all to the 2020-2021 school-year here at Anniston Middle School. This is an exciting and yet challenging time for us all. As the newly assigned Principal of Anniston Middle School, I look forward to working with you all in continuing efforts to facilitate an excellent educational environment wherein teaching and learning thrives.

We are all challenged by the onset of the COVID-19 Pandemic, but I pledge on behalf of the entire Faculty and Staff of Anniston Middle School that we will do all we can to promote a safe, effective, scholarly, and exciting learning environment.

Of course, there will be certain safety protocols that we must all follow, and that will possibly change rapidly as the effects of the pandemic evolves. We will communicate with you all regularly, and ask that everyone remain flexible because we are all in this together.

Please feel to reach out to me at any time by telephone or email. Also, if there's a need, you can always seek to schedule a conference with me by contacting our great school secretary (Mrs. Rives). Let's **"Think BIG" (Bulldogs Inspiring Greatness) this year.**

Once again, welcome to the new school-year! "Have a Supernatural Day, Bulldogs Lead The Way!"

Yours In Education,

Mr. Charles D. Gregory Sr., Ed.S.

**Our Vision: Empowering our Students to Win While Continuing to Teach our Students How to Lead the Way**

**Our Mission: Stakeholders collaborating to help students maximize their life potential through education in a nurturing environment.**

# **“Bulldogs Lead the Way”**

## **A Student Is.....**

The most important person in our business

## **A Student .....**

Is not an interruption of our work – he or she is the purpose of it.

## **A Student .....**

Does us a favor when he calls – we are not doing him a favor by serving him

## **A Student .....**

Is part of our business – not an outsider

## **A Student .....**

Is not a cold statistic – he or she is a flesh and blood human being with feelings and emotions like our own

## **A Student .....**

Is not someone to argue or match wits with

## **A Student .....**

Is deserving of the most courteous and attentive treatment we can give him or her

## **A Student .....**

Is the life and blood of this and every other institution

## **Mission Statement**

"The Anniston City School System, through the commitment of faculty, staff, parents, students, and stakeholders the Anniston City School System Aspires to be a Community of Leaders Utilizing Individualized and Innovative Resources to Develop Confident, Life-Long Learners."

## **Vision Statement**

"Empowering our Students to Win While Continuing to Teach our Students How to Lead the Way"

## **Beliefs**

1. Teaching and learning of the whole child should be the top priority of the school and community.
2. The school will provide a safe learning environment that meets the needs of all students' social, emotional, physical, and intellectual development.
3. Students should be actively engaged in learning through a variety of instructional activities based on individual needs.
4. Developmentally appropriate activities will be provided for all students to become successful life-long learners.
5. Students should show continuous academic progress throughout.
6. Students should be exposed to cultural backgrounds through real life experiences and learning activities.

**THINK BIG!**  
**(Bulldogs Inspiring Greatness)**

# **SCHOOL ORGANIZATION**

The academic subjects taught at all grade levels are math, science, social studies, language arts, and reading. Special needs students will receive specialized instruction through the Program for Exceptional Youth department. Teachers are responsible for the need of the total child and may approach meeting these needs in diverse ways.

All grades may change classes at appropriate times and the schedule may be modified in response to COVID-19 Safety Protocols.

Related arts consist of band, chorus, and music appreciation. Band and music appreciation are offered to students in grades six through eight.

Each grade will have access to the guidance counselor. The guidance counselor will collaborate with teachers for the purpose of planning activities for students to help them adjust to the pressures many students experience as part of middle school and adolescence.

The school media center will be staffed with a full-time media specialist. This allows the media center to be the central focus of extended learning in the school.

Special education services will be provided for students who qualify because of an extensive evaluation. Special education teachers are assigned to each grade level. Services are provided for students who qualify for special programs focused on the following: mentally challenged, emotionally disturbed, learning disabled, gifted, speech therapy, and attention deficit disorder.

A nurse will be available in the middle school. The nurse will have a room set aside for the needs of students who become ill or have special problems during the day, and safety protocols for COVID-19 will be o.

The Assistant Principal will be available to help students who have problems with discipline and to aid the Principal as needed in facilitating the implementation of the instructional program.

**ACADEMIC REPORTS TO PARENTS:** Parents will receive progress every 4 ½ weeks, and report cards every nine weeks. Parents will also have access to the INOW Home Portal. Passwords for access to the portal will be given during registration or may be requested by email to the counselor and/or parent specialist.

**ACADEMIC AWARDS:** Students who achieve excellence in academics and attendance will be recognized during academic awards' assemblies (TBA). The "Top 10" academic students of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will be determined during the 1<sup>st</sup> half of the 3<sup>rd</sup> Nine-Weeks.

**ALCOHOL AND DRUG USE:** Alcohol/illicit drug use is strictly forbidden on school property or at school-related functions. Students participating in extra-curricular activities may be subject to random drug screening as required by Anniston City Board of Education policy.

**ATTENDANCE:** Students are expected to be on time and in attendance daily. Alabama law requires all children between the ages of seven and seventeen years of age to be enrolled in school and attend school daily. Every child between the ages of six and seventeen that is enrolled in school must also abide by the State of Alabama attendance law. If any child fails to attend school without legal excuse, that child and the person having custodial privileges will be referred to the Juvenile Court for legal accountability. Students should strive to be in attendance to school for 180 days during the school year. All physician excuses and written parent excuses must be turned in to the attendance clerk/secretary within three (3) school days of the student's return. Students may have only four handwritten parent excuses per semester. A warning letter will be sent home for the first unexcused absence. After the fifth unexcused absence, students will be subject to truancy policies.

**Tardiness to School** - Students are considered tardy after 7:45 a.m. When a student is tardy to school a parent must sign him or her in at the front desk, and the student will go to ISS until 1<sup>st</sup> period is over, and afterwards, he or she will be given a pass to go to 2<sup>nd</sup> period. This process will minimize interruptions to classroom instructional time.

**Homebound Students**-Parents must submit a written doctor's slip to the proper authority in Central Office to qualify for services.

**BACK PACKS:** Must be mesh or clear. No colored bag packs are permitted.

**BULLYING:** No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this mandate shall be subject to disciplinary action. Any student who feels they may be a victim of bullying may fill out a bullying form with the school counselor.

**BUS RULES:** The Anniston City Board of Education shall assume the responsibility for students who ride on Board-approved transportation only when they board the bus and until they exit the bus at the end of the school day or activity. The Board of Education authorizes and entrusts the health, safety, and welfare of students who ride school buses to the drivers. The bus driver is also authorized to control the discipline of students. The driver shall report disciplinary problems to the building principal immediately upon arrival at school or to the Director of Transportation at the completion of his/her route. The driver shall also complete a bus discipline form and forward the form to the building principal or designee. Students must abide by the rules and regulations or forfeit their privilege to ride the bus. The building Principal or Assistant Principal may suspend bus privileges for the following:



1. General misconduct
2. Smoking
3. Profanity
4. Fighting
5. Harassment
6. Bus damage
7. Other disorderly conduct or actions that jeopardize the health, safety, and welfare of the driver and students

Damage to the bus is to be reported by the driver immediately to the Bus Supervisor who will contact the Director of Transportation. School rules and regulations apply on the bus the same as on the school campus.

### **CELL PHONES, IPODS, TABLETS/IPADS, TAPE PLAYERS, ELECTRONIC DEVICES, AND OTHER NON-SCHOOL ISSUED**

**ELECTRONIC DEVICES:** Visible possession and/or use of electronic devices, including, but not limited to cell phones and other audio/video devices are **not permitted during routine school hours** (from the opening of the campus in the morning until the final dismissal in the afternoon). “Use” of a cell phone is defined as sending or receiving messages in any format including voice, video, or text. “Use” also shall include any incident where a device rings or vibrates audibly, even if the call, etc., is not answered. **Cell Phones must be out of sight, and may not be used in the classroom unless given permission for instructional purposes only. All devices – even if not visible, must be turned off during school hours.**

Teachers and administrators may give students permission to utilize electronic devices for planned instructional purposes. However, this must be approved by the administration prior. Taking photos or videos during the school day is prohibited. When students are given permission to access the internet with their devices, the devices must be logged on to the schools’ CIPA compliant, wireless network.

**Note: Cell phones that are confiscated and sent to the office can only be picked up by a parent/guardian on Thursday afternoon between 3:00 p.m. and 3:30 p.m. Requests for earlier release of cell phones can result in denial of electronic devices on campus.**

**All students should receive a school issued chrome book, and students are required to bring the chrome book to school fully charged every school day.**

**CHEWING GUM AND CANDY:** Chewing gum and candy is not permitted at school.

Students who bring these items will be subject to the code of student conduct, and the confiscated items will not be returned to student but will be discarded.

**COMMUNICABLE DISEASES:** The school nurse is required to report identifiable communicable diseases/conditions to the local Health Department within a specified time frame. A student diagnosed with a communicable disease must be cleared by a physician, nurse practitioner, or the Public Health Department with a statement of clearance to the School Principal before returning to school.

Students exhibiting vomiting, diarrhea, or fever greater than 100.4 degrees Fahrenheit should not attend school until they have been symptom-free for 24 hours without the use of fever-reducing medications. As the COVID-19 Pandemic evolves, please do not send students to school who have a fever or symptoms of the virus.

Students exhibiting symptoms of live lice infestations will not be allowed to stay in school until the problem is eliminated. The student must be checked by a school nurse before he/she is allowed back into the classroom.

**COUNSELING SERVICES:** Parents may contact the counselor at any time. Parents are asked to make an appointment before coming to the school so that he/she will be available to assist.

**DISCIPLINE:** The Anniston City Board of Education believes that a disciplined and orderly school environment provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls is an important part of the learning process. It believes that structure and guidelines are necessary for the orderly function of any society.

A fundamental understanding by each student and his/her parent(s) or guardian(s) that any teacher or school official has not only the right, but the duty, to promote good behavior is essential. The right of discipline extends to all areas of the school program (on or off school property) while a student is attending or participating in school events.

It is a fundamental requirement of an orderly school that students respect the faculty and administration; this respect will be reciprocated by the faculty and administration. The greater this mutual respect, the lesser the need for disciplinary referrals/action. All students will be provided due process should there ever be a need for disciplinary action.

The Building Principal is charged with the proper enforcement of discipline in the total school setting. The administrator has the discretionary authority to use or to authorize other certified personnel to use board approved disciplinary measures to correct pupil behavior.

**DRESS CODE:** It is expected that all students dress in a manner that ensures health and safety, and that shall not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students, or the purpose of public-school education. Clothing should be worn in the correct manner and for its intended purpose. Wearing clothing backwards is not allowed.

1. No shorts/skirts shorter than 3 inches above the knee (including splits) may be worn. Bermuda shorts, Capri pants, and Gauchos will be permitted.
2. Lace and any other see-through garments may not be worn.
3. Shoes must always be worn.
4. All shoes must have proper backing or back straps. No house shoes, flip flops, or slides are allowed.
5. Controversial or vulgar insignias or drawings must not be worn on clothing or separately. This includes anything that promotes alcoholic beverages, tobacco products, illegal drugs, sexual implications, violence, abuse, racist implications, hate/extremist groups, or gang affiliations.
6. Headgear such as **hats, hoodies, and bandanas** of any color and style shall *not* be worn in the building during school hours or on school property. Students with repeat violations will be addressed according to the Anniston City Schools Code of Student Conduct.
7. Only medically prescribed eyeglasses may be worn by students.
8. All clothing worn by students must be of a nature that does not present a safety hazard to themselves or other individuals, nor cause disruption during the educational process.
9. The students in the Anniston City School System shall not be allowed to carry or wear pouches (young ladies may carry small purses).
10. No articles of clothing or accessories depicting “**gang**” membership or affiliation may be worn.
11. Hair feathers are not allowed.

**12. No Slacking** – pants MUST cover the pelvic girdle (hip bones). Undergarments are to never be visible. Attempting to disguise slacking with Extra-long shirts/t-shirts is prohibited.

**13.** Tights or leggings can be worn underneath jeans with holes, but no jeans with large holes or rips will be allowed (Building Administrators will make decisions concerning questionable clothing).

**14. Leggings and/or tights**, if worn, must be underneath outside clothing (top or dress) which must meet the dress code of no more than three inches above the knee cap.

**15.** Sweatpants, wind pants, or warm-up pants cannot be worn. PJs, athletic shorts, and underwear are **prohibited** as outerwear; this includes during all standardized testing.

**16.** Blankets are not allowed.

**17.** Students are not allowed to wear empty cell phone carriers during the school day.

**18.** Students are not allowed to have headphones in their ears or hanging from themselves.

**19.** Shirts, dresses, and blouses, should have appropriate necklines and closures. Clothing that exposes cleavage, back, or midriff area is not permitted. Halters, tank tops, tube tops, spaghetti straps or other sleeveless tops **are not allowed**.

**20.** Jogging suits/pants suits, warm-up suits, and sweat suits are not permitted. Knit, nylon, spandex, biking, and gym shorts are not permitted. Leggings/Jeggings or other tightly fitted clothing must not be worn as an outer garment.

**21.** Belts must be worn with pants if the pants include belt loops.

**22. Hoodies cannot be worn on school's premises at any time during the school day.** Students with repeated violations will be disciplined according to the Anniston City Schools Code of Student Conduct.

**23. Shoes:** Students are allowed to wear gym shoes and closed toe shoes. Other shoes are allowed on a seasonal basis i.e. boots and sandals. Slippers and slides with open toes and/or heels, and bare feet are not permitted. Shoes that include buckles or laces must always be laced or buckled. Sneakers must have laces and must not extend above the ankle.

**24. Decisions concerning questionable clothing will be made by the Building Administrator(s).**

## **DRESS CODE VIOLATION CONSEQUENCES**

**1<sup>st</sup> Offense-** Student will receive a warning and a parent conference must be held with an Administrator before the student is readmitted to school.

**2<sup>nd</sup> Offense-** Student will be sent to In-School Suspension the remainder of the day and be assigned one (1) additional day in ISS. A parent conference must be held with an Administrator before the student is readmitted to school.

**3<sup>rd</sup> Offense-** Student will be sent to In-School suspension the remainder of the day and assigned ISS two (2) additional days. A parent conference must be held with an administrator before the student is readmitted to school. **Subsequent violations may result in an out-of-school suspension and further disciplinary action.**

**The principal has the authority to declare special dress days at his or her discretion and may approve student clothing that exceeds the dress code standards described above (such as suit coats, argyle sweater vests and similar high standard dress items) on a case by case basis**

## **ENROLLMENT REQUIREMENTS**

- a. All students must reside in the city limits of Anniston.
- b. Students who wish to enroll in school should have the appropriate State of Alabama immunization forms. The forms may be obtained from your family doctor or the County Health Department. The blue form must be presented at the time of enrollment and must be current.
- c. All students must have a valid social security card upon registration. The social security number will become the student's ID for the remainder of the student's school career.

## **EXCUSED ABSENCES**

A student shall be excused for absences from school for the following reasons:

1. Illness
2. Weather preventing attendance
3. Legal requirements
4. Permission by Principal
5. Death in immediate family (Father, mother, grandparents, loco parentis)
6. Emergency
7. Religious holidays
8. Court subpoena
9. Consent of parent – Limited to four (4) absences per semester; must be submitted in writing.

## **UNEXCUSED ABSENCES**

Absence for reasons other than those listed above shall be considered unexcused as well as those listed above when no written excuse is received by the school within three (3) days of the student's return to school. A doctor's excuse may be required for medically related absences OR if a student misses more than five (5) days of school. Students with more than 5 unexcused absences will be referred to truancy court.

### **Make-up Assignments**

If a student is absent for any excused reason, the student shall make arrangements with the teacher on the day he/she returns to school to make up missed assignments. The student has up to 3 days to request and complete the missed assignments. This includes all school sponsored activities

### **Participation in School Sponsored Activities**

Students who are away from school because of participation in school-sponsored activities shall be marked present and allowed to make up assignments upon verification from the school sponsor. See above for makeup assignments.

### **Religious Absences**

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this

purpose. When this procedure is followed, the student's absence will be excused. Students will be allowed to make-up missed assignments during such absences.

### **Homebound students**

Parents must submit a written doctor's slip to the proper authority in Central Office to qualify for services.

### **Attendance and Truancy**

Days of out of school suspension shall not be included in the calculation of the number of days truant. Students that have been suspended, assigned to alternative school, and/or expelled are not permitted on any Anniston City School property during their suspension period.

**EXTRACURRICULAR ACTIVITIES:** Extracurricular activities are defined as those that are not related to a student's academic requirements or success in a course. Students deemed ineligible for participation under rules of this policy may continue in course work but shall not be allowed to participate in extracurricular activities. Events such as student participation at athletic events, club conventions, Christmas parades, amusement park trips and competitions trips by tour companies, performances at various meetings, etc., are extracurricular and students academically ineligible under board policy shall not be allowed to participate.

**Try Out Procedures:** Based on student's interest, students can decide to participate in an activity the school offers. Once that decision is made the student **will be** committed for the nine weeks. No changes from chorus to band or band to chorus will be allowed after the first nine weeks grading period. Cheerleader tryouts will be at an announced time during the second semester. Tryouts will be held after school for a two-week period.

**Behavior Policy:** Students involved in all extracurricular activities will be subject to policies as outlined in the Code of Student Conduct. School policies apply to students anytime they are assembled for a performance in or out of school. Continual violation of school rules either major or minor violations could result in the student being dismissed from the program. Students who are suspended out of school or in-school cannot participate in any school activity during their suspension. This includes games, concerts, trips, parades, contests, and performances of any kind.

**Academic Policy:** The following will regulate student participation in extracurricular activities:

- a. Student must have passed five (5) subjects with a composite numerical average of 60 with all other rules applying the same as to students in grades 9-12 participate in extra-curricular activities.
- b. Eligibility shall be determined on the first day of the school year and shall remain in effect for one (1) complete semester. A student may not become eligible after school begins (after the first day of school).
- c. Summer schoolwork passed may substitute for regular schoolwork failed in computing the 60 average.
- d. Random audits may be requested by the Board, Superintendent, or Principal to determine if students participating in extracurricular activities are being monitored by Coaches/Sponsors.

**Performance Attendance:** Students must attend all scheduled practices and performances as required. Failure to attend without a valid excuse could result in dismissal from the program. Excused absences are personal illnesses, death in immediate family, severe weather, legal requirements, and permission by Principal.

**Grading Policy:** All students must receive a passing grade of 60 in all subject areas. Band and Chorus students will receive a grade for band and chorus for each grading period. This grade is based on performance and preparation for class. No grades will be given for cheerleading,

basketball, or football. Student cannot participate in extracurricular activities while on academic probation without the approval by the Principal and/or Assistant Principal.

**FIELD TRIPS:** Field trips are scheduled at the discretion of School Administration with recommendations from classroom teachers. Students must meet eligibility requirements to participate in school sponsored field trips. Students attending field trips as part of AMS will be required to wear the annual spirit shirt as part of the uniform. Field trips and school activities are non-refundable. Exceptions will be granted on a case by case basis.

### **"NO FIGHT" POLICY**

The Anniston City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of the Anniston City Board of Education that fighting in a school building, on a school campus, at any school function, on a school bus, involves a weapon, involves more than two students, or is gang-related will be a major violation of the Code of Student Conduct. (See Student Code of Conduct Book).

### **GRADING SCALE**

**A=90-100      B=80-89**

**C=70-79      D=60-69**

**F=0-59**

**NOTE: All students must score 60 or above in core subjects for promotion. All students must obtain a 60 or above in Computer Essential in order to graduate. Students who are on an essential pathways certificate/degree will receive a passing grade in accordance with their level of accommodations.**

### **REQUIREMENTS:**

- A score of 60 or above in all content areas (including Computer Essentials).
- All textbook/library books, technology, and any other fees must be paid in full.

**GUN FREE WORKPLACE SCHOOL BOARD POLICY:** On October 26, 1995, the Anniston City Board of Education adopted a new Possession of Weapons/Gun Free Workplace policy. The policy applies to students and adults. See Student Code of Conduct Book.

**HEALTH SCREENING:** Students in grades K-12 are screened for vision and hearing as needs arise. Students in grades 5–9 (i.e., age 11-14 years) are screened annually for scoliosis (curvature of the spine). Students with potential problems indicated through these screenings are referred to parents for further examination by their own physicians.

**HOMEWORK:** Teachers will give students homework regularly to reinforce instruction. Homework is to be completed and turned in per the teacher's instructions. Homework may not be used to calculate any more than 5% of a course grade.

**ILLEGAL DRUGS:** The Anniston City Board of Education assumes a proactive position against the use, sale, or possession of illegal drugs at any property under its control. The Board of Education allows the Anniston City Police Department to make periodic visits to any city school for the purpose of detecting illegal drugs. Only the Superintendent and the Principal of the targeted school shall be notified ahead of such a visit.

**LOST AND FOUND:** The school will not be responsible for lost or missing clothing. All items not claimed within thirty days will be donated to a charitable organization.

**MATERIALS/SUPPLIES:** A supply list will be furnished at registration and can also be accessed on the ACS website. Students are expected to have the necessary supplies for each grade level as required. Parents are asked to purchase only clear or mesh book bags. All students are required to purchase a locker to store their books and materials. Students may not share lockers at any time. **Until the COVID-19 Pandemic is resolved, we will refrain from locker use for safety purposes.**

**MEDICATIONS:** To provide safe administration of medication during school hours, guidelines have been developed by the Alabama Department of Education. Parents are encouraged to schedule administration of medication before and after school hours when possible. Students will be assisted in taking their medication in school by designated medication assistants who have completed a medication administration training course or by the School Nurse. All medication, which is to be taken at school, should be checked in with the school nurse at the beginning of the school day. A signed form from a certified physician should be turned in by a parent authorizing permission to administer. No drugs or illegal substances should be in the possession of a student at any time within the school. Parents must complete a medical form so that the school will have one on file for medications as well as instructions for administering from the doctor. The physician must complete a form. Only trained/approved staff members may administer medicine.

**A School Medication Prescriber/Parent Authorization (SMPPA) Form** is required for each medication given at school. This form may be obtained from your school office or from your physician's office. The form must be completed and signed before school personnel are allowed to assist students in taking their medication.

The student's physician must complete and sign the Prescriber Authorization section of the **SMPPA Form**. Parents must complete the Student Information section and sign the Parent Authorization section of the **SMPPA Form**.

The parent/guardian shall administer the first dose of a new medication at home in case of possible allergic reaction.

Medication must be brought to the school in an appropriately labeled pharmacy container. If medication is used both at home and school, parents should request that their pharmacy provide a labeled container for each site.

If a student's medication changes during the school year, a new **SMPPA Form** must be completed.

**- Medications are to be transported to the designated medication assistant or School Nurse in the school by a parent/guardian or other responsible adult.** Controlled substances, such as *Ritalin* or *Adderall*, will require that the parent and the School Nurse count the pills when received at school. All medications will be stored at school in a locked cabinet or drawer.

Students are discouraged from using non-prescription over-the-counter pain medicines, cough syrups, etc. at school. In circumstances in which a child requires non-prescription medication at school, the medication must be in its original unopened, labeled container and the parent must complete the **SMPPA Form**. A physician's signature is required on the **SMPPA Form** in instances in which a student is to use such non-prescription medicines at school.

**- Student distribution of medications, prescription or non-prescription, to other students at school, at school-related functions or on the school bus is forbidden.**

The parent/guardian shall pick up the student's medications at the end of the school year.

Medications left at the school at the end of the school year will be destroyed by school personnel if not picked up by a parent by the end of the last day of school before summer break.

**PHYSICAL RESTRAINT AND SECLUSION:** As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the school system and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is expressly

prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in removal of the student by such personnel.

Significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

**PRINCIPAL'S RIGHT:** The Principal reserves the right to amend any provision in this handbook, which he or she deems to be in the best interest of the educational process.

**PROMOTION REQUIREMENTS:** At the end of a school year, students must achieve a passing score of 60 in each subject area for promotion and be in attendance for a minimum of 160 days.

**RELIGION:** Students have the right to their own religious beliefs. The school shall refrain from extending the mantle of public sanction or support to any religion.

## **REPORT CARD/PROGRESS REPORT**

The school year is divided into four academic reporting periods of nine-weeks each. Report cards will be sent out following each reporting period. Progress reports will be sent home at the end of every fifth week during each grading period beginning with the first nine weeks and ending at the last nine weeks. Students are required to take exams as scheduled in each content area.

### **NINE WEEKS GRADING PERIODS**

August 2020– October 2020

October 2020 – December 2020

January 2021– March 2021

March 2021 – May 2021

## **STUDENT DISCIPLINE**

a. A copy of the Code of Student Conduct will be provided to parents online or in print form. Parents should read the plan and print/sign the form. New students entering school after registration will be given a copy of the plan upon enrollment. Parents are to read the plan, print/sign the form and return to the main office.

b. Parent-teacher conferences are encouraged. Parents may schedule conferences with a teacher by contacting the school office at 231-5020. Conferences may be scheduled only during a time that does not infringe upon a teacher's instructional time.

c. Any time a student is sent to the office for a violation of school rules, the parent or guardian will be sent a copy of the discipline referral form. It is the student's responsibility to deliver the copy to his/her parents. This notification is sent so that parents or guardians may be of help in solving problems. An effort to contact parents by phone will be made when necessary.



d. ISS – In School suspension is defined as the temporary removal of a student from the classroom for violation of school rules. The Principal and Assistant Principal have the authority to place a student in ISS based on the violation. Students will be allowed to complete all assignments during the period they are assigned to ISS. Students who commit further violations of the school policy while in ISS are subject to further disciplinary actions.

e. OSS – Out of School suspension is defined as the temporary removal of a student from school for violation of school rules. The Principal and Assistant Principal have the authority to suspend a student from school who violates school policy. The suspension will be in accordance with prescribed Board Policy (See Code of Student Conduct). Parental contact and a parent conference is required when a student has been suspended before the student is readmitted.

f. Expulsion/Due Process Procedures – See Code of Student Conduct.

**SCHOOL HOURS:** Regular school hours are from 7:45 a.m. until 3:05 p.m. Students are asked to arrive at school no earlier than 7:15 a.m. Students who are car riders will not be allowed to enter the building prior to 7:15 a.m. Breakfast will be served between 7:15 a.m. and 7:40 a.m. Therefore, students are marked tardy after 7:45 a.m. Students should be picked up no later than 3:15 p.m. Parents who repeatedly pick up their child late will be subject to a mandatory conference with administration.

**SCHOOL LUNCH PROGRAM:** Anniston City Schools is a Title I school, and all students qualify for one free breakfast and lunch meal at no cost to the student. Students who desire an additional meal must pay the reduced rate.

**SOCIAL MEDIA:** Any social media account or page that uses the official name of the Anniston City Board of Education; its logo or mark or that purports to officially represent the Board, the school system, a Board facility, local school, school-sponsored activity or any other group or organization officially affiliated with the school system must be created and administered by a Board employee who has been authorized by the Superintendent to take such action. Social media are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers (e.g., Snapchat, Facebook, Twitter, LinkedIn, Instagram, YouTube, blog sites, etc.). The Superintendent is authorized to develop such procedures as may be necessary to implement this policy.

**STUDENT CHECK IN-OUT PROCEDURE:** Students leaving school for various reasons during the school day may be checked out by parents or guardians whose name appears on the Pickup Authorization form completed by parent/guardian during registration. Upon their return to school, the student and parent should come to the office to be re-admitted and receive an admittance pass. A valid photo ID is required when checking out a student.

**STUDENT LOCKERS:** Cluster lockers are available to students through the homeroom teacher for a rental fee of \$10.00 per school year. It is the student's responsibility to keep the locker clean. Damage to the locker may lead to discontinued use and a charge for the repair assessed to the student. Gym lockers will be free until new lockers have been installed. Students will only be allowed to use gym lockers during their PE time. Students are not permitted to keep locks on the gym locker after their PE period is over. **Only one student is allowed per locker. Students who allow other students the use of their lockers are subject to losing their privilege of locker rental. LOCKERS WILL NOT BE USED DURING THE COVID-19 PANDEMIC.**

**TELEPHONE:** The school phone is for business purposes only. Student use of the telephone is limited to school business and emergencies. The office staff will determine if a call is necessary.

Student's social business and transportation needs should be addressed prior to coming to school. Messages will not be delivered to students unless an emergency exists. Students are not permitted to leave classes to receive or make phone calls.

## **TEXTBOOKS**

a. All textbooks issued to students are the property of the State of Alabama. If the textbooks are lost or damaged, the **parent/guardian is responsible for paying the full price for a new textbook or seventy-five percent of a used textbook. No textbook will be issued to a student while the payment for a lost or damaged book is outstanding.**

b. A textbook check will be held at the end of each nine weeks-grading period. All students should have in their possession the textbooks issued to them at the beginning of school. Parents will be notified in writing and given an opportunity to make arrangement for payment.

**TRANSPORTATION:** Transportation is provided for all ACS students. Request for riding a bus other than the assigned bus must be in writing from the parent or guardian. The request must be approved and signed by the Principal or Assistant Principal.

**VISITORS:** The Anniston City Board of Education requires that all visitors report to the school office and sign-in. School personnel will deliver items brought to students. This regulation is necessary to minimize interruption to the instructional program and to provide a safe environment for our students. Visitation during the COVID-19 Pandemic will be greatly limited.

Students who check-in to school after 8:15 a.m. must be signed in by parent/guardian or person listed on registration form. Students will be given an admittance pass by office personnel.

## **WITHDRAWAL:**

a. Students who are moving out of the school district during the school year should be withdrawn by their parents/legal guardian. Withdrawal and immunization forms will be given to the parent/legal guardian at this time. The withdrawal process can be lengthy and should begin the day before the actual leaving day.

b. All books must be returned, and all accounts settled before student records and grades will be released to the new school.

c. Student records will be forwarded to receiving schools upon requests from those schools. Records cannot be hand delivered by parents.

## **V. DIRECTORY NOTIFICATION OF RIGHTS POLICY**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A. Parents or eligible students should submit a written request to the School Principal indicating as precisely as possible the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. If a record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

C. If the student’s record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.

D. The District will provide a parent or eligible student a copy of the student’s education record with advance notice for the purpose to inspect and review the records.

E. Students have no expectation of privacy in public and open areas, such as the hallway, which are openly monitored by video camera. Please note that video camera systems may be located inside all school and on some of ACS Buses. To the extent that video images are used in student discipline, videos may be viewed by school personnel and by the parents of students who are subject to discipline as a result of same; however, copies of the videos will not be released to parents/guardians.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

A. Parent or eligible students may ask Anniston City Schools to amend a record that they believe is inaccurate or misleading. This request should be made in writing and given to the principal. The request should clearly identify the part of the record they want changed, and should specify why it is inaccurate or misleading. The District may or may not comply with the request.

B. If the District determines that the challenged information is not inaccurate or misleading and declines to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent.

A. FERPA permits disclosure of school records without consent to school officials with legitimate educational interests. A school official is a person employed by the District as

an administrator, supervisor, instructor, or support staff member (including health person or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

B. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

C. Upon request, Anniston City Schools will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. Anniston City Schools will disclose education records to the armed services of the United States.

E. Additionally, Anniston City Schools will disclose education records as required by state and/or federal law.

F. **PLEASE NOTE:** Anniston City Schools may make available certain student "directory information" with consent of the parent. "Directory information" includes the following: the student's name, address, photograph, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, grade placement, degrees and awards received. This information will be disclosed with consent unless the building principal is notified in writing to the contrary by the end of the third week of school that my child's picture cannot be released.

4. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605. **SEXUAL HARASSMENT POLICY** it is the policy of the Anniston City School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and will not be tolerated from any person in any form.

5. This policy shall apply to all students, employees, Board Members, or any person associated with Anniston City School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sexually oriented humor), creating an intimidating, hostile, or offensive work environment. A complaint of conduct perceived to be sexual harassment should immediately be reported to the building principal or an assistant principal. Alternately, a complaint may be made to the superintendent or his designee.

6. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited, and will not be tolerated. Complaints regarding discrimination or harassment may also be filed within 180 days of the alleged violation with the Equal Employment Opportunities Commission in Washington, D.C., or with the Alabama Department of Civil Rights.

# BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

## Anniston City Schools 4804 McClellan Boulevard-Anniston, AL36202

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Information gathered through investigation of this report can only be given to the student (victim) and/or his/her parent(s) guardian(s).

DIRECTIONS: Bullying, harassment, and intimidation are serious and will not be tolerated. This form to report alleged bullying, harassment, or intimidation that occurred on school property: at a school-sponsored activity or event off school property; on a school bus; or in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Today's Date: \_\_\_\_\_  
Month Date Year

School: \_\_\_\_\_

01. Name of student victim:

Age:

Grade:

02. Name(s) of alleged offender(s) (IF KNOWN) (Please Print) \_\_\_\_\_

Age

School (if known) \_\_\_\_\_

Is he/she a student?

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

03. On what date(s) did the incident(s) happen? \_\_\_\_\_

\_\_\_\_\_ Month Day Year

\_\_\_\_\_ Month Day Year

\_\_\_\_\_ Month Day Year

04. Where did the incident happen (choose all that apply?)

On school property  On a school bus  At a school-sponsored activity or event off school property  Off school property

05. Place an (x)  in the box that best describe(s) what happened (choose all that apply):

Hitting, kicking, shoving, spitting, hair pulling, or throwing something  Making rude and /or threatening gestures

Coercing another person to hit or harm the student victim  Intimidating, bullying, extorting, or exploiting

Repeated teasing, name-calling, making critical remarks, or threatening, in person or by other means

Spreading harmful rumors or gossip  Electronic Communications (specify): \_\_\_\_\_

Other(specify): \_\_\_\_\_

06. Did a physical injury result from this incident?  No  Yes, but it did not require medical attention

Yes, and it required medical attention

07. If there was a physical injury, do doctors think there will be permanent affects?  Yes  No

08. Was the student victim absent from school because of this incident?  Yes  No

09. If yes, how many days was the student victim absent from school because of the incident? \_\_\_\_\_

10. Did a psychological injury result from this incident?

No  Yes, but outside psychological services have not been sought  Yes, and it required medical attention

11. What did the alleged offender(s) say or do?

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(Attach separate sheet if necessary)

12. Why did the bullying, harassment, or intimidation occur?

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(Attach separate sheet if necessary)

13. Is there any additional information you would like to provide?

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(Attach separate sheet if necessary)

# Anniston Middle School

## ACKNOWLEDGEMENT

I, \_\_\_\_\_ enrolled in Anniston Middle School, verify that I have received  
**(Student Name)**  
a copy of Student/Parent Handbook. I realize it is my responsibility to review the contents of these documents with my parent(s)/guardians.

\_\_\_\_\_  
**(Student's Signature)**

I, \_\_\_\_\_, and my child(ren) enrolled in Anniston Middle School,  
**(Parent(s)/Guardian(s)** hereby acknowledge by our signatures that we have received, read, or had read to us, the foregoing Code of Student Conduct and Student/Parent Handbook.

\_\_\_\_\_  
**(Student's Signature)**

\_\_\_\_\_  
**(Parent/Guardian's Signature)**

\_\_\_\_\_  
**(Parent/Guardian's Signature)**

**Note: Please detach this page after signing and have the student return it to the homeroom teacher. The Acknowledgement will become a part of the student's cumulative file.**

## Please return this page!

## Bull Dogs Lead the Way!

# Anniston City Schools

## 2020-2021 Key Dates



In-Service and Institute	July 31 <sup>st</sup> , August 3 <sup>rd</sup> -4 <sup>th</sup>	In-Service	January 4 <sup>th</sup>
Students First Day of School	August 5 <sup>th</sup>	MLK Holiday	January 18 <sup>th</sup>
Labor Day Holiday	September 7 <sup>th</sup>	E-Day (No school students & support staff)	Feb 5 <sup>th</sup>
E-Day (no school for students)	October 26 <sup>th</sup>	President's Day Holiday	February 15 <sup>th</sup>
Fall Break	October 12 <sup>th</sup> -16 <sup>th</sup>	E-Day (No school students & support staff)	March 8 <sup>th</sup>
Veteran's Day Holiday	November 11 <sup>th</sup>	Spring Break	March 29 <sup>th</sup> - April 2 <sup>nd</sup>
Thanksgiving Break	November 23 <sup>rd</sup> -27 <sup>th</sup>	E-Day (No school students & support staff)	April 26 <sup>th</sup>
E-Day (No school for students)	November 30 <sup>th</sup>	Last Day (students & support staff)	May 25 <sup>th</sup>
Winter Break	December 21 <sup>st</sup> -January	In-Service	May 26 <sup>th</sup> -28 <sup>th</sup>
(12 month employees- 4 <sup>th</sup> , Students- 5 <sup>th</sup> )			

Contract Length	Reporting Date	Final Work Date
CNP (182 days)	August 4, 2020	May 28, 2021
9 Month Employees- Support (182 days)	August 4, 2020	May 28, 2021
9 Month Employees- Certified (187 days)	July 31, 2020	May 28, 2021
10 Month Employees (202 days)	July 22, 2020	June 10, 2021
10.5 Month Employees (212 Days)	July 15, 2020	June 17, 2021
11 Month Employees (222 days)	July 8, 2020	June 24, 2021
12 Month Employees (240 days)	July 1, 2020	June 30, 2021

### PERSONNEL BREAKS BASED ON LENGTH OF CONTRACT

	12 Month	11 Month	10.5 Month	10 Month	9 Month Certified	9 Month Support	CNP
July 4	YES	N/A	N/A	N/A	N/A	N/A	N/A
Labor Day	YES	YES	YES	YES	YES	YES	YES
E Days	NO	NO	NO	NO	NO	2 days	3 days
Fall Break	NO	YES	YES	YES	YES	YES	YES
Veteran's Day	YES	YES	YES	YES	YES	YES	YES
Thanksgiving Break	3 days	5 days	5 days	5 days	5 days	5 days	5 days
Winter Break	8 days	10 days	10 days	10 days	10 days	10 days	10 days
M. L. King, Jr. Day	YES	YES	YES	YES	YES	YES	YES
President's Day	YES	YES	YES	YES	YES	YES	YES
Spring Break	YES	YES	YES	YES	YES	YES	YES
Memorial Day	YES	YES	YES	YES	N/A	N/A	N/A
Total In-Service Days	8 days	8 days	8 days	8 days	8 days	3 days	5 days
Contract Days	240	222	212	202	187	182	182

### GRADING PERIOD DATES

QUARTER	Beginning Date	Mid-Term Date	Ending Date	Report Card Date	Days on Roll
1	08/05/2020	09/03/2020	10/02/2020	10/07/2020	44
2	10/08/2020	11/12/2020	12/18/2020	01/06/2021	40
3	01/05/2021	02/03/2021	03/09/2021	03/10/2021	42
4	03/10/2021	04/22/2021	05/25/2021	05/25/2021	62

### MONTHLY ATTENDANCE CALENDAR - STUDENTS

Month	Start Date	End Date	Days on Roll	Month	Start Date	End Date	Days on Roll
1	08/05/2020	09/01/2020	20	6	01/26/2021	02/23/2021	20
2	09/02/2020	09/30/2020	20	7	02/24/2021	03/23/2021	20
3	10/01/2020	11/4/2020	20	8	03/24/2021	04/27/2021	20
4	11/05/2020	12/10/2020	20	9	04/28/2021	05/27/2021	20
5	12/11/2020	01/25/2021	20				



