

Handley Middle School



Student Handbook

2023 -2024

***Roanoke...Together...Educating with Excellence, Challenging
for Success, Inspiring Learners for Life***

Letter from the Principal

Dear Parents and Students,

Welcome to Handley Middle School and a new school year! We are very excited about the upcoming school year and look forward to working with you and your child. This handbook has been prepared to give you information regarding the activities, procedures, and guidelines for the successful daily operation of Handley Middle School. We believe that following these guidelines will help us have an orderly school conducive to high levels of learning. *Parents, after reading the handbook and discussing it with your child, please sign and return the acknowledgement form to your child's teacher.*

The faculty and staff are here to provide the best educational opportunities for your children. Everyone at Handley Middle School believes that collaboration and working together produces the best results for our students. Parent involvement is critical to student success. We ask that you have regular communication with your child's teacher throughout the year so that you know exactly what is taking place with your child at school. Our HMS family and our community have a history of working together to ensure that our students become high achieving, respectful, and responsible citizens and we want that tradition to continue.

It is our hope that you will feel that Handley Middle School is a great place to be each and every day. It is our desire for students to feel safe to grow and learn, to feel truly special, and to have opportunity to develop and express their many gifts and talents.

Let us all show our tremendous Tiger Pride while continuing to encourage and support one another. We look forward to working with you and your child!

Sincerely,

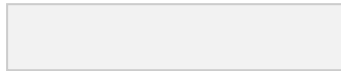


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HANDLEY MIDDLE SCHOOL FACULTY AND STAFF

Principal Lynn Robinson

Assistant Principal Homer Hector

School Resource Officer Sgt. Bernard Dean

Guidance Counselor Summer Johnson

Bookkeeper/School Secretary Tamela Adams

School Secretary/Receptionist Asha Houston

School Nutrition Personnel Johanna Hand, Manager

Terra Banks

Imelda Burgess

Tonya O'Neal

Kay Tesch

Custodial Staff Teresa Benson

James Turner

Chris Van Bibber

Crossing Guard William Heard

Teachers:

April Heard Grade 4 Reading/Language Arts

Crystal Baldwin Grade 4 Math
Taylor Bowen Grade 4 Science
Charlee Boldin Grade 4 Social Studies

Patricia Trammell Grade 5 Reading/Language Arts
Shelley Holliday Grade 5 Math
Lisa Reed Grade 5 Science
Felicia Cole Grade 5 Social Studies

Sandra Davidson Grade 6 Math
Amanda Lambert Grade 6 Reading
Beth Justice Grade 6 Language Arts
A.J. Reed Grade 6 Science
Lakeisha Hooks Grade 6 Social Studies

Kimberly Jones Grade 7 English
Mandi Greer Grade 7 Math
Tiffany Synychak Grade 7 Science
Tony Nelson Grade 7 Social Studies

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Josie Thrasher Grade 8 Math
Hannah Snyder Grade 8 English
Shane Harrell Grade 8 Social Studies
Nate Jones Grade 8 Science

Sanford Watson Band Director
Donna Neighbors STEM/Computer Science
Calandra Brock Math Intervention
Susan Storey Gifted/Reading Intervention
Madison Gay Learning Specialist
Crystal Nolan Learning Specialist
Melody Phillips Learning Specialist
Shannan Platzek Learning Specialist
Brenda Fincher Learning Specialist Aide
Felecia Baker Learning Specialist Aide
Ashley Christopher Learning Specialist Aide
Haylee Moody Learning Specialist Aide
Hillary Sewell Learning Specialist Aide

Paul Hawk Physical Education
Chris White Physical Education
Devin Foreman Physical Education Aide
Charis Ware Physical Education Aide
Lindsey Green Media Specialist
Chanta Brown Library Aide
Kenya Briskey In-School Suspension (ISS)
Maya Greer Speech/Language Pathologist
Bobby Treadwell Tech Coach
Keri Cummings School Nurse
Kathy Murphy Chorus

SCHOOL CALENDAR

August 8 Classes Begin for Students
September 4 Labor Day - No School
September 8 Progress Reports
September 19 Fall Pictures
October 9 1st Nine Weeks Report Cards
October 9 ½ Student Day & ½ Parenting Day
October 18 Makeup/Absentee Pictures
October 30 Fall Break / No School
November 9 Progress Reports
November 10 Veteran's Day / No School
November 20 - 24 Thanksgiving Holidays / No School
December 13-15 Semester Exams (7th & 8th grade)
December 18 - January 2 Christmas Holidays
January 3 Roanoke PD / Student Holiday

January 4 Classes Resume
January 5 2nd Nine Weeks Report Cards
January 15 Martin L. King Holiday / No School
February 2 Progress Reports
February 19 Winter Break / No School
February 20 ½ Student Day & ½ Parenting Day
March 12 3rd Nine Weeks Report Cards
March 19 Spring Pictures
March 25 - 29 Spring Holidays / No School
April 12 Progress Reports
April 15-18 ACAP Testing
April 19 Roanoke PD/Work Day
May 20-23 Semester Exams (7th & 8th grade)
May 23 ½ Day for Students (Last Day)

GRADING PERIODS 2023-2024

September 8 Mid-Term Progress Reports
October 6 End of 1st Nine Weeks
October 9 1st Nine Weeks Report Cards
November 9 Mid-Term Progress Reports
December 15 End of 2nd Nine Weeks/First Semester
January 5 2nd Nine Weeks Report Cards
February 2 Mid-Term Progress Reports
March 8 End of 3rd Nine Weeks
March 12 3rd Nine Weeks Report Cards
April 12 Mid-Term Progress Reports

May 23 End of 4th Nine Weeks/Second Semester

BELL SCHEDULE

7:15 – Bell rings for students to enter building

7:45 – Tardy bell rings

2:45 – Dismissal begins

- 2:45 – Bus riders
- 2:50 – Carpoolers
- 3:00 – Car riders
- 3:10 - Walkers

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ROANOKE...TOGETHER...EDUCATING WITH EXCELLENCE, CHALLENGING FOR SUCCESS, INSPIRING LEARNERS FOR LIFE

PHILOSOPHY

The purpose of Handley Middle School is to educate the total child in his intellectual, physical, moral, and social growth. The development of each student will allow him to integrate his skills into successful life experiences. Learning to apply these skills in his daily life contributes to a more harmonious home, a more productive community, a stronger nation, and a more democratic world.

Handley Middle School's faculty recognizes that each child is an individual with distinct differences. Individual programs are designed which encourage students to develop their own unique talents and to prepare them to become useful citizens. It is the firm belief of the administration and faculty that every student must acquire a positive attitude toward learning through successful individualized experiences. With success, the student will develop a love of learning and will perform to his highest potential.

Handley Middle School will provide opportunities for its students to acquire socialization skills necessary for successful living. In its concern for the total child, Handley Middle School believes activities which teach democratic principles must be included if students are to develop a sense of self-worth, self-discipline, respect for others, and a love of country.

The philosophy of Handley Middle School supports the premise that desired educational objectives can best be obtained when administrators, teachers, parents, students, and the community are committed to achieving excellence in education for all boys and girls. The highest goals and objectives of Handley Middle School can thus be obtained

when home, school, and community join together as working partners.

OBJECTIVES

1. To provide academic excellence as the first priority in order to establish a firm foundation for future learning.
2. To provide objective evaluation through diagnosis, testing, and observation.
3. To offer appropriate programs to meet individual differences and special needs.
4. To guide the student to work independently and to develop analytical and problem-solving skills.
5. To provide an adequate physical education program.
6. To develop an awareness of the importance of good health practices, safety, and physical fitness.
7. To develop character, self-respect, self-discipline, honesty, and responsibility.
8. To develop ideals of democracy and good citizenship.
9. To provide pleasant learning experiences in order to create positive attitudes toward learning.
10. To provide open communication between the school, home, and community.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Roanoke City School System are subject to the policies of the Roanoke City Board of Education and to this CODE OF CONDUCT. This authority applies to all school-sponsored activities, including, but not limited to the following: athletic functions, transportation on school buses, field trips, club or organization meetings, school-sponsored social events, and school groups representing the school system in educational events.

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FUNCTIONS OF THE HOME, THE STUDENT, THE SCHOOL

For a well-operated school, parents, students, and school personnel must work together. The following functions will help achieve school system goals.

RESPONSIBILITIES OF THE HOME

Parents and/or guardians should:

1. Keep in touch with the school regularly concerning their child's progress and conduct.
2. Be certain that their child attends school regularly, and, when absent or tardy, notify the school in writing.
3. Provide materials needed for their child's schoolwork.
4. Determine that their child is healthy, clean, and neat.
5. Inform the school of any potential problem which may surface at school.
6. Take time to discuss report cards, homework, etc. with their child and arrange for conferences with teachers to discuss any unsatisfactory progress at school.
7. Provide correct and current information for the school's records, e.g., addresses, telephone numbers, etc.
8. Abide by school recommendations for special services such as special education programs (MR, SLD, Speech Therapy, etc.).
9. Be responsible for checking with your child about assignments on a daily basis.

RESPONSIBILITIES OF THE STUDENT

1. To attend and be on time for school each day.

2. To provide written explanations for absences and tardies as defined by local school rules.
3. To accept qualified guidance for self-improvement.
4. To become involved in academic program planning according to maturity and interests.
5. To exemplify positive thinking and conduct contributing toward a wholesome school atmosphere.
6. To make every effort to master skills commensurate with his/her abilities.
7. To respect the rights of all individuals and express disagreement in a manner that does not infringe upon the rights of others.
8. To exemplify patriotism for our Country.
9. To respect the religious beliefs of others.
10. To learn how his/her academic progress will be reported.
11. To work to his/her maximum potential and where unsatisfactory progress is evident, to make extra effort to improve.
12. To refrain from bringing to school, or to a school-sponsored event, materials or objects which are prohibited by the Roanoke City Board of Education or by law.
13. To participate, if identified, in special education programs.
14. To provide the school with appropriate data to allow proper decisions to be made in the student's interest.
15. To authorize release of certain information to those individuals or agencies as might benefit the student.
16. To elect fellow students to organizations and clubs of officer leadership who are responsive to the needs of the school.
17. To know about the Roanoke City Board of Education policies relating to students.
18. To conduct election campaigns in a positive manner with respect provided to all participants.
19. To be careful in student publications to seek full information and to ensure proper screening on any topic about which he/she writes, and to observe acceptable journalism rules under the guidance of a faculty advisor.
20. To deliver and return all home/school communications in a timely manner.

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RESPONSIBILITIES OF THE SCHOOL

1. To respect the worth and dignity of each individual.
2. To protect the rights of all.
3. To provide appropriate educational opportunities for all students.
4. To inform students about school policy on absenteeism, tardiness and discipline.
5. To advise students of the guidance and counseling services available.
6. To provide students an opportunity for input for academic program development and changes in the areas of extra-curricular activities.
7. To provide course offerings and descriptions to permit appropriate student elections.
8. To provide the most competent, well-trained, appropriately certified dedicated people to fill the positions on the faculty and staff.
9. To provide opportunities for all students to participate in the acquisition of appropriate skills.
10. To provide opportunity for free speech and expression which does not infringe upon the rights of others.
11. To provide opportunities for growth in a patriotic spirit.
12. To not to require students to engage in activities opposed to by his/her religion.
13. To ensure that each teacher explains his/her grading requirements at the beginning of each school year so that both parents and students can have access to this information.
14. To advise students of unsatisfactory progress and to make recommendations as to what students need to do to improve in academics and/or citizenship.
15. To maintain privacy of personal possessions unless school personnel have reason to believe a student is violating school board policy.
16. To inform students and parents about and provide for special education services.
17. To give parents and students opportunity, when requested, to review data in the student's cumulative record.
18. To prevent violation of the Right of Privacy Act.

19. To provide opportunity for student involvement in student government organizations.
20. To make the Roanoke City Board of Education policies and local school rules available in each school library.
21. To provide equal opportunity for participation in student government.
22. To provide students opportunity to participate in the development and distribution of official student publications.

GENERAL INFORMATION

ADMISSION POLICY

All children having legal residence, as defined herein, within the city limits of Roanoke, or Randolph County on an available space basis, and meeting the legal entrance age requirements shall be eligible to attend Roanoke City Schools. The superintendent of Roanoke City Schools shall determine space available for students residing in Randolph County outside the city limits of Roanoke. New enrollees shall be required to furnish proof of residence. Students entering Handley Middle School must be in good standing with the school system from which they have withdrawn.

WITHDRAWALS

Parents should notify the Guidance Counselor two (2) days prior to a withdrawal in order for records to be completed. All deficiencies are due upon withdrawal.

PIKMYKID

PikMyKid is a program we will use to manage dismissal and increase the safety of student release. Anyone picking up a child from the school will need to download the PikMyKid app. This program allows the parent to notify the school of pickup changes or authorize other family members to pick-up their child from school. All parents will receive information about the program at the beginning of the school year.

ARRIVING AT SCHOOL

Students are discouraged from arriving at school before 7:15 a.m.

The Jump Start program is available to those needing to drop off before 7:15. The gym will open at 6:30 a.m. for these students. The cost of this program is \$5.00 per week. Forms must be turned in to the office. If your child eats breakfast at school, he/she should be at school at 7:15 to enter the building when the bell rings. Breakfast will not be served after 7:35 a.m.

1. The homeroom tardy bell rings at 7:45 a.m. Students should be in their seats by that time and ready to begin the school day to avoid being counted tardy.
2. If a student arrives late to school they must follow the following procedure:
 - a. Report to the office if arriving after 7:45 a.m. and receive a tardy slip
 - b. Turn the tardy slip into the teacher whose class he/she is entering.

DISMISSAL

1. BUS RIDERS are dismissed at 2:45. Students **MUST** register online to ride the bus. The link to register is located on the Handley Middle School webpage. Students who ride the bus must complete the School Bus Registration Form. Any changes to a student's drop-off location a new School Bus Registration Form must be completed and returned to the office before that student will be allowed to make the change.
2. CARPOOLS are dismissed at 2:50. Carpools **MUST** contain three or more students who ride with the same driver. Carpools **MUST** be registered in the office. Students who ride in carpools will wait in the cafeteria until their carpool is called to load. Carpools that have not picked up by 3:00 **MUST** pick up in the car rider lanes.
3. WALKERS are dismissed at 3:10. Students who walk must have a note from the parent/guardian on file in the office. Students walking down Gilham Road are to use the sidewalk by the P.E. field. Do not walk in the road.
4. CAR RIDERS are dismissed at 3:00. Students will remain in their homeroom until their name appears on the PikMyKid app on the teacher's board. Students riding by car will exit the cafeteria after name is called. Students will report to the lunchroom and wait in the designated line to be dismissed. Car riders should be picked up no later than 3:15.

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STUDENT PICK UP AFTER EVENTS/ACTIVITIES

All students should be off campus within 30 minutes of the conclusion of an activity (ex. Sporting events, dances, team practices, etc.). Failure to comply may result in suspension of ability to attend any subsequent activities.

SCHOOL BUS

Students who utilize the Shuttle Bus service **MUST** complete the School Bus Registration form online. If changes to a student's drop-off location changes during the school year, a new Bus Registration Form **MUST** be completed **BEFORE** a student will be allowed to change buses. There will be two buses that can hold up to 44 students. Transportation via bus will be first come, first served as forms are submitted. We will accept forms until all seats are filled. Riding the school bus is a privilege, not a right. Students who do not behave on the bus or cause problems while waiting at the bus stop may be prohibited from riding the bus for up to 10 days. Continuous problems may result in permanent suspension from the bus. Any actions that threaten the safety of the children riding the bus will be subject to bus suspension. If the behavior is noted as severe on first offense, student can be permanently suspended from the bus. (It is at the discretion of administration). For safety reasons, balloons are **not** allowed on the bus.

WALKING STUDENTS

All students who will be walking home after school **MUST** bring a letter or note from the parents stating your child has permission to walk home. This letter should be given to the office staff to be kept on file during the year. Your child will leave the building at 3:10 p.m. and must leave the campus immediately.

TELEPHONE

1. The office telephone is for business only and is not for use by students unless in extreme emergency.
2. All students should have a clear understanding of parents and have made arrangements with parents beforehand for rainy days. The phone will not be available unless absolutely necessary.
3. Only emergency messages will be delivered to students. Make sure relatives know this.
4. Students will not be allowed to use the telephone without a phone pass from his/her classroom teacher.
5. The school nurse will initiate

phone calls for students who are sick and need to go home. 6. **Students are only allowed to call home for an accident, illness or any reasonable reason as determined**

by the administrator or his/her designee. Only the first two weeks of school will students be allowed to call for needed material. They must learn responsibility.

7. Students will not be allowed to receive phone calls during a school day. Messages may be left for the student to receive at the end of the day. Please do not call to leave messages after 2:00 p.m. Students have already been given messages by this time of day.

LOCKERS

1. Lockers may be rented for \$10.00 per year by the sixth, seventh and eighth graders. Early in the school year, there will be time set aside when students may rent lockers from their homeroom teachers, who will assign them. Lockers may not be shared with other students.
2. Lockers may be decorated with magnetic materials ONLY. No stickers or wallpaper.
3. Lockers belong to the school. Presetting locks with paper and over-stuffing them damages them and is not allowed. Students could be held liable for damages to school property.
4. It is the responsibility of students to guard the combinations of their lockers. Students should not give their locker combinations to other students. If a student gives the combination to others, he cannot complain when his belongings are taken out by someone else. Presetting locker combinations also encourages theft.
5. Students should understand that they do not need to go to lockers every class change. Students will be allowed to go to their lockers at designated times.

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GENERAL PROCEDURES

1. Hallways

- a. Students are expected to pass in the hallways quietly and quickly. When classes are in session, students are expected not to disturb those classes.
- b. At all times, students are expected to walk on the right side of the hallway.
- c. All students need an official hall pass to be out of class for any reason. Failure to have an official hall pass will result in disciplinary action. Hall passes are obtained from the teacher and should be returned to the teacher who issued the pass.
- d. Students are expected to:
 1. walk in an orderly manner.
 2. avoid excessive or inappropriate displays of affection.
 3. avoid horseplay.
 4. avoid defacing any part of the school.
 5. use waste cans for litter.
 6. avoid jeopardizing the safety of others.
 7. avoid eating or drinking in the hallway.
 8. avoid chewing gum or any other object. We hope students who wish to chew gum will do so away from school. Once gum is chewed and thrown away, many problems can be created. Gum is often stuck under tables, desks, and, in some instances, thrown on the floor.
 9. avoid using the teacher workroom vending machines at all times.

2. Lunchroom

We invite you to participate in our breakfast and lunch program. We have good, hot, nutritious meals each day planned by the lunchroom staff. All students may eat FREE of charge for breakfast and lunch each day. Any extra items must be purchased. Students will not be allowed to charge any extra items. Adult lunches are \$4.00 per day.

- a. Students will enter the main entrance of the lunchroom with their teachers and go directly and quietly through the line.
- b. Students will return quietly to class under the supervision of their teacher.

- c. Students are not allowed to take food or drinks from the lunchroom.
- d. **Food from commercial food service establishments should not be delivered to students at any time during the normal school day. Such food is not allowed in the cafeteria.**
- d. **Carbonated sodas are not allowed in the cafeteria unless in a thermos.**
- e. Things that happen on the way to and from lunch should be handled with normal detentions.
- f. Students are allowed to return to the serving line for seconds when permitted.
- g. Students are expected to:
 - 1. avoid breaking in line.
 - 2. avoid throwing food or objects.
 - 3. avoid visiting other tables.
 - 4. avoid making unnecessary noise.
 - 5. follow teacher's clean-up plans for the tables.
 - 6. remain seated during lunch. (must have permission to leave table)
- i. If you plan to visit your child during lunchtime, please contact the teacher prior to your visit to make arrangements.

3. Restrooms

- a. Students are expected to visit the restroom during class changes or during designated times.
- b. When restroom trips during class are necessary, the student is expected to have a hall pass, use the restroom on their wing, and return to class immediately.
- c. Students will not roam halls or disturb classes in any way.

4. Classrooms

Students will follow the classroom expectations for behavior established by each of their teachers. 10

GUIDANCE

The purpose of the school counseling program is to act as an advocate for students' well-being, and as a valuable resource for students' social, emotional, and educational advancement. Strategies that are used by the counselor are listed, but not limited to:

- 1. Welcome new students into our school and assist in the transition process to new students and teachers.
- 2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
- 3. Implement testing programs designed to help students learn as much as possible about their capabilities.
- 4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

LIBRARY

We are very proud of our library facility. We are also very thankful for our Media Specialist, Mrs. Green, who will help in any way possible. The library will be open at 7:45 a.m. each school day.

Reading is the most important skill a student learns at school. In order to improve that skill, we encourage parents to read with their child for twenty minutes each night. Research has proven that children who are read to are much more likely to become successful readers.

Please remember that you are responsible for any material that you check out of the Library. If lost, damaged, or stolen, you are responsible to pay for it. Report any damage to a book BEFORE you check it out. Return your books on or before the due date. The overdue fine is \$.05 per day per book. Weekends and holidays do not count when calculating fines.

FIELD TRIPS

When students are given the opportunity to go on school field trips, the student's money that is collected prior to the trip is being used for buses, bus drivers, etc. This money collected is based on the number of students going on the field trip. When you pay for the field trip, this money is **non-refundable** due to the buses and driver being secured early for the field trips. The field trip costs the same if your child did not get to go, but was included on the breakdown at the beginning of the trip. It is based on expenses for the trip itself. Behavioral expectations will remain

the same when traveling off campus. We appreciate your understanding in this matter.

EIGHTH GRADE INFORMATION

All students in the eighth grade need to make sure that all fees are paid at the end of each school year. This includes any outstanding fundraisers, deficiencies owed while participating in any extracurricular activities, book deficiencies, lunchroom charges, library fines or other fees. **If they are not taken care of, you will not be able to participate in 8th grade Honors Night activities.**

CLASSROOM VISITATION

We welcome parents to come by to visit classrooms and see their children at work. If you would like to visit a classroom, contact the office ahead of time so we can schedule the visit with your child's teachers.

GIFTS AND FLOWERS

All deliveries by Florists for Homecoming and Valentine's Day must be delivered to the school no later than 10:00. **NO EXCEPTIONS!** All gifts and flowers will be delivered at the end of the day. If your child is in the band and must leave before the end of the day, they may pick up their gift the next morning or you may send it a day in advance so your child may pick it up on the correct day. You may also ask your child to come by the office to pick up their gift when they are leaving campus. We make every effort to see that deliveries are carried out properly, however, HMS will not be held responsible. **Balloons are not allowed on the bus.**

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ATTENDANCE

PARENT'S RESPONSIBILITY LAW

Code of Alabama

Section 16-28-12 - Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy. (c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to

regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

PUPIL ATTENDANCE

The State Board of Education requires a minimum of 180 days of instruction in the schools of Alabama. The Roanoke City Board of Education complies with this requirement by scheduling 180 or more instruction days during a school term. It is believed that all students attending the Roanoke City School System should attend all of the scheduled days of instruction; however, it is recognized that it will be necessary for a student to be absent from school on occasion.

It is also believed that certain minimum requirements must be enforced in the best interest of the education of the students attending the school system. Therefore, all students attending Handley Middle School will be required to attend classes on a regular basis during the school year. According to Section 16-28-12 of The Code of Alabama 1993, **Five or more unexcused absences from a class can result in loss of credit for that class.** The first four (4) absences can be excused upon the presentation of a valid note from the parent/guardian. If a parental note is sent to school for (4) consecutive absences, a physician's excuse will be required for the remainder trimester for any following absences. A valid physician's excuse will be required for all absences beyond four (4) per semester. In extenuating circumstances, the Principal has the authority to excuse an absence.

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ABSENCES

In accordance with State Law, a parent/legal guardian/custodian **MUST** explain the cause of every absence of a student under his/her control or charge.

- Every student **MUST** bring a written excuse signed by his/her parent/legal guardian/custodian or a doctor's excuse within **three (3) days** after he/she returns to school following any absence(s). All excuses **MUST** include the student's first and last name and the reason for the absence. This includes check-ins and outs! Failure to present the signed note or doctor's excuse within the time noted will result in the absence being marked UNEXCUSED.

ALL absences shall be designated as "excused" or "unexcused" in accordance with the following:

1. Excused Absence-an absence is excused whenever the school receives a documented written doctor's/legal excuse or documented written excuse from the parent/legal guardian/custodian within three days of an absence and meets state attendance requirements. Parent excuses will be limited to four (4) per semester. Any exceptional circumstances must be addressed by the parent and the Principal or Principal's designee in a conference. Arrangements for make-up work are the responsibility of the student and must be made up within three (3) days after returning to school from an excused absence. Normally, arrangements and make-up work must be completed within a total of three (3) school days; however, for long-term absences, additional days to make up the work may be approved by the principal.

2. Unexcused Absence-an absence is unexcused when the parent/legal guardian/custodian does not send a written note explaining the absence within three (3) days following the absence or when the nature of the absence is not for legitimate reasons as defined by Alabama law. This also includes ALL check-ins and check-outs. All student check-ins and check-outs are coded as unexcused until the proper excuse is presented within the time noted. Stating a reason on the check-in or check-out slip is not sufficient and does not substitute for a written excuse received within 3 days of any absence whether for a full day or individual classes. Absences not falling in the excusable category involving necessary trips or attendance at events that are not part of a school function will only be excused if a notice is received in writing prior to the absence requesting that the absence be excused with full details of the reason to the attention of the principal. Approval needs to be in place prior to the absence and will be based on regular school

attendance records. NO absences will be administratively excused during state testing dates.

RETENTION DUE TO ABSENCES

According to Alabama State Law, a student may be retained if he/she is absent for a total of 20 school days. We encourage all students to make an effort to attend school on a daily basis.

HOMEROOM TARDY POLICY

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day on time unless excused for legitimate reasons. Rarely is there a reason for a student to arrive at school late. Sleeping late, out of gas, missed rides, missed bus, or simply not making arrangements for expected family occurrences are not valid excuses and will not be accepted. Students are allowed into homeroom late three times per trimester without penalty regardless of reason (with or without excuse). If the student brings a written excuse from his/her parents, the excuse must be turned in upon arrival to the office on the date of the tardy. All tardies to school will be recorded on the student permanent record. **STUDENTS ARE CONSIDERED TARDY IF THEY ARE NOT IN THEIR HOMEROOM CLASS BY 7:45.**

We have devised a four-step system to insure proper documentation and levels of punishment. This system will be for a period of 18 weeks under the semester system. Tardies will zero out and start over at the beginning of the second semester. The outline is as follows:

1st - 4th tardies: No action taken (affects exemption policy)

5th tardy: Parent contacted by school administration via documented telephone call and/or written notice.

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7th tardy: Student is referred to the office and assigned Friday School. Friday School is a two hour after school detention on Friday from 3:00 pm until 5:00 pm.

9th and subsequent tardies: Student is referred to the office for 2 or more days in ISS.

CLASSROOM TARDY POLICY

Discipline actions for classroom tardies can also be accumulated between classes. Students need to make sure that they are getting to each class on time. Classroom tardies will be handled by the classroom teachers. Punishment may vary based on the frequency of the tardies and extenuating circumstances. This will be at the discretion of the classroom teacher.

CHECK IN/OUT

CHECKING OUT OF SCHOOL IS DISCOURAGED. We ask that you do not check out students after **2:00** unless there is an extreme emergency. If a student has to be checked out of school for any excused reasons such as medical appointments etc. a written excuse must be presented to the office within three (3) days. If a student fails to return the written excuse for the check out that check out will be considered **UNEXCUSED**. Students are not allowed to make up work missed due to an unexcused check out. **Students can not be checked out after dismissal transitions begin at 2:40.** Students will not be allowed to initiate checking out by phoning home. Arrangements for check-outs must be initiated by the parent. Check outs will affect a student's ability to be exempt.

IF IT IS NECESSARY FOR A STUDENT TO VISIT A DOCTOR OR DENTIST DURING THE SCHOOL HOURS, A STATEMENT SIGNED BY THE DOCTOR OR DENTIST AS TO THE TIME SPENT IN THE OFFICE MUST BE BROUGHT UPON RETURN TO THE SCHOOL OFFICE.

Notes or excuses must be presented to the office within 3 days (school) in order to be accepted. If no note is offered, the day(s) missed will be unexcused. Checking out to avoid school traffic will not be allowed. The office has the right to require a valid physician's note in order for a check-out to be excused.

MAKE UP WORK

Students absent from school for any excusable reason will be allowed to make up work missed in each subject or

class. In order to make up work, an excused reason must be presented within three (3) days of the student's return to school.

1. It is the student's responsibility to consult the teacher about classwork missed during his/her absence and to make arrangements for all make-up work. Upon your return to school, you will have three (3) days to make up any missed work. The time limit may be extended by the teacher or Principal in extreme cases.
2. Any student with an excused absence from school the day before a test will not be required to take the test if the test was announced while the student was absent. If the teacher has given prior notice of the test, the student is expected to take the test even if absent the previous day. Assignments previously made are due upon return to school.
3. Students absent for unexcused reasons will be allowed to make up missed work at the discretion of the teacher.
4. Beginning with the 5th absence from a class, a student must make up missed assignments before school, after school, or at detention. Class time will not be used.

TRUANCY DEFINITION

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such an explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known at the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
 - a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), §16-28-12© (failure to cooperate), or truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court).
 - a. File a complaint/petition against the child/or parent/guardian, if appropriate.
4. Child under probation
 - a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), § 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
5. Any local education agency may adopt a policy more rigorous than the state policy.

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In the event a student loses credit due to excessive absenteeism, an official appeal may be made by notifying the principal not less than two (2) days after notification of credit loss. The next appeal is to the Superintendent of Education. The ultimate appeal is to the Roanoke Board of Education.

HANDLEY MIDDLE SCHOOL ACTION STEPS FOR TRUANCY

1. 1st and 2nd unexcused absence (warning): Phone system calls parent
2. 3rd and 4th unexcused absence: Attendance warning letter is mailed to the parent.
3. 5th unexcused absence: Students are referred to an early warning program with the JPO (Juvenile Probation

Officer).

4. 7th unexcused absence: Petition is signed with JPO to charge parents.

ACADEMICS/GRADING POLICIES

ACADEMICS

“LEARNING” is a continuous process. We expect only your best effort in all academic areas because the information you obtain here will always serve as a foundation for more advanced knowledge. Your teachers have made a commitment not only to serve as classroom instructors but to assist you in any way possible. **GRADES ARE IMPORTANT. BE RESPONSIBLE FOR YOUR OWN WORK.** Progress requires hard work. If you expect to be promoted to the next grade, you will have to complete the required work. Progress Reports will be used to report deficiencies.

GRADE WEIGHT

All report card grades at Handley Middle School are weighted by the teacher in consultation with the principal. Performance of skills in projects, demonstrating skills, or timed, closed-book tests are our best ways to ensure that your child knows the material he/she learned in each lesson.

STUDENT CONDUCT

Classroom discipline will be tracked using the Behavior Tracking Log. The Behavior Tracking Log allows teachers to track each student’s behavior throughout the day/week and modify behavior so that each student is able to reach his/her maximum potential in the classroom with minimal distractions. More information will be shared by each grade level at the beginning of the school year.

PAWS PROGRAM

PAWS is a program to create and maintain a safe, supportive learning environment, promote positive life skills, and reduce negative behaviors so that all students can succeed in school. We focus on consistent procedures throughout the school and teaching students appropriate behavior. There will be posters displayed in the school building,

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lessons to teach students the procedures and behaviors, and rewards based on good behavior. Information will be shared with parents throughout the year in newsletters and at parent nights at school.

GUIDELINES FOR SUCCESS

P Prompt and Prepared

A Act Responsibly

W Work Together

S Show Respect

HOMEWORK

Homework is a necessary item, and students subject themselves to disciplinary action when homework is not completed, not turned in, etc. We feel it is important, or it would not be assigned.

INTERIM PROGRESS REPORTS

All students will receive an interim progress report on the dates given under the school calendar. Conferences will be scheduled throughout the year to discuss your child’s progress. Please contact your child’s teacher with any concerns you may have.

HONOR ROLL

An “A” and “A-B” Honor Roll will be compiled for each nine-week period. Students must have an “A” in each subject to qualify for the “A” Honor Roll. Students must have an “A-B” in each subject to qualify for the “A-B” honor roll for each nine-week period.

SEMESTER EXAMINATION POLICY

Semester exams will be given two times per year at the end of each 18 week semester to 7th and 8th grade students.

Exemptions for the 1st and 2nd semester will be based on the following:

1. 5 or fewer absences per semester. It does not matter if absences are excused or unexcused. Doctor's notes **count as absences** for exemptions (for any reason: covid, flu, etc.) This is a change from last year.
2. A grade of an A, B, or C in your course
3. Students will have to have all fees cleared to be exempt. (The only exceptions are that each term, they are to pay the required amount on the current year laptop- \$30 1st term, \$30 for 2nd term = \$60 total) and whatever fees we are emailed about that don't count for that term. **ALL YEAR'S PAST FEES (laptops, clubs, etc.) must be paid.**

Note:

- ISS absences do not count against their absences for exams. OSS absences do but they could still be exempt if they had 3 days OSS and no other absences (and of course no fees, an A, B, C, etc.)

PROMOTION/RETENTION POLICY GRADES 4-8

1. Promotion Standards

All of the following criteria shall be used to determine whether a student will be considered for promotion.

- A. Academic Grades
Students in 4th – 8th grades are required to have a cumulative average of 60% or above in all core subject areas in order to be promoted to the next grade level.
- B. Students in four through eighth grade shall satisfactorily complete the skills listed by grade in the Alabama College and Career Ready Standards. End-of-chapter/unit tests and teacher-made assessments will be used as evaluative tools and serve as documentation.
- C. Students being considered for promotion in grades four through eight shall satisfactorily complete skills in the reading literature program and math program. Classroom assignments, unit chapter tests 16 and teacher-made assessments will be used as evaluation tools. The teacher's grade book and samples of student work will serve as documentation.
- D. A student not meeting the promotion requirements in Section 2, may be promoted by prior arrangement with the principal to attend summer school and successfully complete a pre-designed summer school curriculum.

2. Assignment/Retention Procedures

- A. All retentions shall be considered on an individual basis.
- B. The teacher shall inform the principal of possible inclinations to retain a student no later than the end of the first semester. Principal shall observe and study records. Teacher and principal (or Problem Solving Team) shall discuss immediate remediation, which skills are lacking, and other steps that could be taken to avoid retention. The final decision regarding grade placement is the responsibility of the principal. Administrative placement of a student will occur only as a last resort.
- C. Parents shall be notified that retention is under consideration. Notification that retention is possible shall be noted on the report card or by sending a letter home, following the end of the first semester and no later than the end of the third nine weeks grading period.
- D. Parent conferences shall be scheduled and documented to discuss possible retention. E. A student not meeting the requirements for promotion shall be a candidate for placement or retention. In reaching a decision, there shall be consideration of all or a combination of each of the following:
 - * academic performance and the number of failing grades
 - * academic progress made during the year

- * social, emotional, and physical development
- * age
- * input from parents/guardians
- * effort
- * extenuating circumstances that could have impaired performance on a temporary basis
- * special education needs and services
- * retention history

F. More than one retention in grades 1-8 is discouraged. A second retention will require approval from the Superintendent or his/her designee. (Special Education approval, if applicable). G. A student assigned to the next grade shall have special notation made on his/her cumulative folder. The words “placed” shall be used in lieu of the words “promoted to.”

3. Promotion, Assignment, Retention-Special Education Students

Special Needs students will receive grades in accordance to each student’s Individual Education Plan (IEP) and in compliance with Roanoke City Board policies. Promotion/Retention of Special Needs students will be recommended by the IEP committee.

4. Retention Due to Absences

According to Alabama State Law, a student may be retained if he/she is absent for a total of 20 school days. We encourage all students to make an effort to attend school on a daily basis.

GIFTED EDUCATION IN ROANOKE CITY SCHOOLS

Gifted students are those who perform 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.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavioral checklist.

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For each student referred, information is gathered in the following areas:

- *Aptitude* - Aptitude is assessed through an individual or group test of intelligence or creativity.
- *Characteristics* - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
- *Performance* - At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The information and scores from the gathered information are entered on a matrix where points are assigned according to established criteria. The total number of earned points determines if the student qualifies for gifted services. To make a referral for consideration for gifted services, you may contact your school counselor or the Gifted Program Director, Dr. Brittany Duncan, at 557 Main Street, Roanoke, Alabama 36274. You may contact Dr. Duncan by phone at 334-539-5173 or by email at bduncan@roanokecityschools.org.

STUDENT HEALTH AND SAFETY

MEDICAL OR SICK STUDENTS

Any student with a temperature of 100 degrees or more will be asked to call home sick. Also, students who are sick to his/her stomach or has a contagious illness will need to call home to prevent the spread of the illness. School

guidelines will be followed concerning lice, rashes, pinkeye and/or other contagious illnesses. Parents must complete and return the Health Assessment Form.

STUDENT MEDICATIONS

School staff will not dispense any medication including over-the-counter medication, unless a completed Medication Authorization form signed by the prescribing physician and parent/guardian has been received. A new medication form must be completed and signed each school year and/or when there is any change in medication or dose. All medication is to be left with the nurse with a medical form completed and signed by a physician. This form must be turned in to the nurse in order for medications to be administered. Students are not allowed to have any medication in their possession or transport any medicine to and from school. A Medication Authorization Form must be completed and signed by the prescribing physician and parent/guardian before asthma inhalers can be used at school. If your child requires an inhaler, please contact the school nurse. No first dose of medication will be given at school. Roanoke City Schools will comply with the State of Alabama Medication Law.

Handley Middle School will not be held liable for giving any medication that may cause an allergic reaction, sickness, or death when acting in accordance with the request of a parent be it verbal or written.

PROCEDURES/TREATMENTS

If a student has a medical condition requiring a special procedure or treatment, a procedure/treatment form must be completed and signed by the attending physician. School guidelines will be followed.

MENINGOCOCCAL DISEASE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease? The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including, kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash

- Drowsiness
- Nausea and vomiting

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Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

HARASSMENT/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 policy will be subject to disciplinary sanctions.

The term Harassment/Bullying means a **continuous pattern** of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the

association of a student with an individual who has a particular characteristic. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Complaints alleging violations of this policy must be made on complaint forms available at the principal and/or counselor's office as well as on the Roanoke City Schools website. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery.

FIRE, LOCK-DOWN, AND SEVERE WEATHER DRILLS

Periodically students will be asked to practice fire, lockdown, and severe weather drills. Students must follow the instructions of the teacher and be ready to move promptly when the alarm sounds.

ROANOKE CITY SCHOOLS CODE OF CONDUCT

The purpose of this Code of Conduct is to promote an environment that is safe and conducive to effective teaching and learning. Parents are urged to teach students the importance of self-discipline; that students will be held responsible for their behavior. This Code of Conduct will help ensure that students and parents have a clear understanding of the school's expectations for student behavior.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. Failure to bring notebook, pencil, books or required materials and equipment to class; failure to do homework; or failure to do work in class may result in a disciplinary action. Parents and guardians should be notified by the teachers of students who consistently exhibit poor work habits. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

If a student is referred for disciplinary reasons, the principal or his/her designee will investigate the matter, while affording the student due process. Upon investigation, consequences will be assigned as appropriate. In so doing, the following factors will be considered: the nature of the Code of Conduct violation(s) – minor, intermediate or major; the existence of any mitigating circumstances; the student's behavioral history, with multiple code

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violations or failure to cooperate with previous disciplinary actions resulting in increasingly severe consequences (progressive discipline model). Each school's student handbook will outline various consequences which may result from code violations, up to and including expulsion from school.

The assigning of consequences will be done in an unbiased manner, without regard to a student's race, sex, economic status, or other such factors. Each principal will continuously review the disciplinary actions at his/her school to ensure that similar behaviors, under similar circumstances, result in similar consequences.

MINOR OFFENSES - CLASS I:

1. Excessive distraction of other students - Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Ex: talking excessively, interrupting class functions, chewing gum, moving without authorization, provoking other students, writing notes.
2. Unauthorized clubs - Any on-campus participation in non-affiliated school clubs.

3. Participation in games of chance for money and/or other things of value.
4. Excessive tardiness - Repeatedly reporting late to school or class (refer to attendance policy).
5. Unintentional and/or non-directed use of profane or obscene language.
6. Non-conformity to dress code (see Student Dress Policy).
7. Minor disruption on a school bus (refer to bus rules).
8. Inappropriate public display of affection including, but not limited to, embracing and kissing (PDA).
9. Unknowingly possessing stolen property.
10. Intentionally providing false information to a school district employee.
11. Continued refusal to complete class assignments.
12. Failure to follow instructions. Ex: Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
13. Unauthorized use of school property.
14. Littering of school property.
15. Cheating is a dishonorable act punishable by a discipline referral and parental contact. Plagiarism is a form of cheating. A zero may be given for the assignment.
16. Any other conduct or behavior which is disruptive to the educational process or to school activities or functions of any kind.

DISCIPLINARY ACTION-MINOR OFFENSES CLASS I:

Violations of Class I offenses may result in parental contact, corporal punishment, In School Suspension, suspension, detention or a combination of these. The severity of the case will determine the action taken.

INTERMEDIATE OFFENSES - CLASS II:

1. Defiance of school district employees' authority - Any verbal or non-verbal refusal to comply with a lawful direction or order of a school district employee.
 2. Fighting - Any physical conflict between two or more individuals. **A REFERRAL WILL BE WRITTEN.** Administrator will call parent/guardian and up to 10 days placement in the In-School-Suspension (ISS) will be given. Instigating a fight could result in same or lesser punishment as fighting. Horse playing is not tolerated. Scuffling - Contact between two individuals. Available only to 4th and 5th grade at administrator's discretion.
 3. Vandalism - Intentional and deliberate action resulting in injury or damages of less than \$200 to public property.
 4. Stealing-Larceny-Petty Theft - The intentional, unlawful taking and/ or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
 5. Gambling - The intentional, unlawful participation in gambling activities involving amounts less than \$100.
 6. Possession of stolen property with the knowledge that it is stolen.
 7. Intimidation of a student - The intentional threat by word or act to do harm to another student, or the performance of some act which creates a well-founded fear in the person that such harm is likely.
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8. Threats-Extortion - Verbally or by written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened to any act against his or her will. Note: Completion of the threat, either by the victims complying with the demands or by carrying out of threats against the victim, constitutes a Class III offense.
 9. Trespassing - Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; is warned by an authorized person to depart and refuses to do so.
 10. Use of obscene manifestations (verbal, written, gesture) directed toward another person.
 11. The possession of and/or use of cigarettes, electronic cigarettes (vapes), rolling papers, cigarette lighter, matches, chewing tobacco, snuff, dip, and/or tobacco related paraphernalia.
 12. Leaving class or campus without permission (skipping).

13. Possession of pornographic materials - The possession of materials depicting nudity and/or sexual activity.
14. Threatening - Verbal, written, or printed communication maliciously threatening an injury to the person, property, or reputation of another.
15. Loitering in the restroom.
16. Instigating an altercation. Provoking, agitating, and/or inciting a fight/confrontation.
17. Providing false and/or altered medical excuses.
18. Any other conduct or behavior contrary to the good order, conduct, or discipline of the school.
19. Record of communication to students that bully, harass, depict videos thereof, including YouTube and etc. postings is a major violation.

DISCIPLINARY ACTION-INTERMEDIATE OFFENSES CLASS II:

Violations of Class II offenses may result in parental contact, corporal punishment, detention, In-School-Suspension, suspension, expulsion, virtual school or a combination of these. The severity of the case will determine the action taken.

MAJOR OFFENSES - CLASS III:

1. Drugs, drug paraphernalia, alcohol, and imitation control substance - Unauthorized possession, use, sale, or being under the influence of drugs, alcoholic beverages, or imitation control substances. In addition to any penalties heretofore or hereafter provided by law for any person convicted of an unlawful sale of a controlled substance, there is hereby imposed a penalty of five years incarceration in a state corrections facility with no provision for probation if the site of such unlawful sale was within the campus boundaries of any public or private school, college, university or other educational institution in this state.
2. Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a class C felony. "Deadly" weapon means anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, before, during or after regular school hours.
3. Possession of firearms - Any firearm (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. A student determined to have brought to school or have in their possession a firearm as defined in Section 921 Title 18 of the United States Code, in a school building, on school grounds, on school buses or at other school-sponsored functions shall be subject to expulsion for a period of one year.
4. Discharging of any pistol, rifle, shotgun, air gun or any other device.
5. Possession of weapons - knife, metallic knuckles, tear gas gun, chemical weapon or device or any other weapon ammunition, instrument, or object with the intent to be armed.
6. Arson - The willful and malicious burning of any part of school district property.
7. Battery upon any individual/school district employee - The unlawful and intentional touching or striking of any individual/ school district employee against his or her will, or the intentional causing of bodily harm to any individual/ school district employee.
8. Robbery - The taking of money or other property which may be the subject of larceny from the person or 21 custody of another by force, violence, assault or instilling fear of the same.
9. Stealing-Larceny-Grand Theft - The intentional unlawful taking or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
10. Gambling - The intentional, unlawful participation in gambling activities involving amounts \$100.00 or greater.
11. Burglary of school property - Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
12. Criminal mischief - Willful and malicious injury or damages at or in excess of \$100 to public property, or real or personal property belonging to another.
13. Bomb threats - Any communication(s) concerning school district property which has the intent of interrupting the educational environment.
14. Explosions - Preparing, possessing or igniting explosives on school district property.
15. Sexual Acts - Acts of

- a sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape. 16. Aggravated battery - Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.
17. Possessing and/or igniting fireworks, firecrackers or bombs.
18. Inciting or participating in major student disorder, leading, encouraging or assisting in (major) disruptions which result in the destruction or damage of private or public property or personal injury to participants or others or to a disruption of the learning environment.
19. Unjustified activation of a fire alarm system.
20. Offensive touching of another person.
21. Directing obscene language or gestures, making threatening remarks to a school district employee. 22. Habitual, repeated, or persistent conduct or behavior contrary to the good order, conduct, or discipline of the school.
23. Assault - "Any attempt or threat by verbal or physical conduct, expression or other manifestation or action to harm, hurt or injure another person."
24. Changing information in school computers and endangering or causing harm to another individual's or school system's files or settings, to include the intentional or unintentional introduction of a computer virus by failing to comply with school computer procedures.
25. Unauthorized accessing, attempt to access, or being observed at a school computer online at an Internet/World Wide Web site prohibited by school regulations and/or Board policy.
26. Unauthorized use of e-mail or the internet. Students may not use e-mail or the internet to threaten, defame, or harass school employees or other students. Students may not send, receive, distribute, or be in possession of e-mail or internet texts or pictures which are obscene, profane, lewd, vulgar, rude, or disrespectful.
27. Any other act which would constitute the commission of a felony under the laws of Alabama. 28. Unauthorized pulling of fire alarms could be considered as a terrorist threat. Pulling the fire alarm, while horse-playing, is not an excuse.

DISCIPLINARY ACTION - MAJOR OFFENSES - CLASS III:

Violations of Class III offenses may result in parental contact, corporal punishment, detention, In-School-Suspension, suspension, expulsion, virtual school or a combination of these. The severity of the case will determine the action taken.

DISCIPLINARY DUE PROCESS HEARINGS FOR DISCIPLINE

Definition of Due Process: No student may be punished for alleged misconduct without due process. Students will have the opportunity to exercise the rights and freedoms guaranteed by the U.S. Constitution. Due Process entitles students to certain rights. These are:

1. Oral or written notice of the charges.
2. An explanation of the evidence.
3. An opportunity to present his/her side of the story.

1. DUE PROCESS FOR SUSPENSION OR CORPORAL PUNISHMENT

a. STUDENT'S RIGHT TO A HEARING:

The principal or designee shall meet with the student for the purpose of:

1. Presenting oral or written notice of the charges.
2. An explanation of the evidence.
3. Giving the student an opportunity to present his/her side of the story. If it is determined that the student is responsible for a violation of the school rules, the student may be suspended for no more than ten (10) consecutive school days or given more than three (3) licks with a paddle.

b. PARENTS' CONFERENCE:

When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying

the parent or guardian. In addition, within one school day, the principal or designee will provide to the parent or guardian the following information:

1. A statement of the facts leading to the decision to suspend.
2. The date and the time when the student will be allowed to return to school.
3. A statement of the parent's or student's right to have access to the student's records.
4. A request that the parent (or guardian) attend a conference, if needed, to discuss the student's behavior. The parent (or guardian) is expected to respond without delay to any request from school officials to attend a conference regarding their child's behavior.

2. DUE PROCESS- EXPULSION HEARING:

- a. Expulsion requires a formal hearing before members of the Board of Education.
- b. Parents (or guardian) must receive written notice that the Board of Education is considering expulsion. This notice will include the date, time, and place of the hearing and the specific charges.

3. STUDENT RIGHTS IN A REVIEW HEARING (Subject to FERPA):

- a. The right to have present the parents and lay counsel or legal counsel. Private attorney fees will be borne by the student.
- b. The right to produce and have produced witnesses on the student's behalf and to confront and examine all witnesses.
- c. The student is not compelled to testify against himself.
- d. The right to have allegations of misconduct and information pertaining thereto expunged from the school record if found not guilty.

DISCIPLINE OF INDIVIDUALS WITH DISABILITIES

A student with a disability may be suspended for a time period up to 10 days in a school year before any Special Education rules apply. After 10 days, certain procedures will be used for these students. Changes in the Individual Education Plan (IEP) may be required. These changes may result in an adjustment of the educational setting in which the special education student receives services. Local school administrators will be responsible for the appropriate implementation of these guidelines. The guidelines are found under the "Special Education Rights" in the Individuals with Disabilities Education Act. For a copy of these rights, you may contact your School Principal or the Special Education Coordinator, Dr. Brittany Duncan, P.O. Box 1367, Roanoke, AL 36274. The Special Education Coordinator may also be contacted by telephone at 334-539-5173 or by email at bduncan@roanokecityschools.org

ACT 87 610 DRUGS AT SCHOOL LRS87-439:3/30/87

By Senator Holmes

****Please read this law and be aware that it applies to your child here at Handley Middle School. 23**

Relating to controlled substances: prescribing certain additional penalties for any person convicted of an unlawful sale of a controlled substance on the campus or within a certain radius of the campus boundaries of any private or public school, college, university or other educational institution in this state.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. In addition to any penalties heretofore or hereafter provided by law for any person convicted of an unlawful sale of a controlled substance, there is hereby imposed a penalty of five years incarceration in a state corrections facility with no provisions for probation if the sites of such unlawful sale was on the campus or within a

one-mile radius of the campus boundaries of any public or private school, college, university or other educational institution in the state.

Section 2. The provisions of this act are severe. If any part of the act is declared invalid or unconstitutional, such declaration shall not affect the part which remains.

Section 3. All laws or parts of the laws which conflict with this act are hereby repealed.

Section 4. This act shall become effective immediately upon its passage and approval by the Governor, or upon its otherwise becoming a law.

DRESS CODE

Attention to dress stimulates self-respect and increases seriousness toward school work. School is a place of business, and students dressed for business will accomplish more scholastically than those who are careless in dress. Students appearing to be in violation of the dress code will be sent to the principal's office for final determination. Students violating dress code will be required to make their attire conform to dress code and will be assigned detention.

* The school administration reserves the right to determine inappropriate grooming and dress under the policy.

Consequences for dress code violation

1st offense-Notification/Students will change.

2nd offense-Notification/Students will change.

3rd & 4th offense-After School detention

5th offense-Friday School

6th or more-ISS

1. Pants must cover the pelvic girdle (hip bones). "Slacking" is considered inappropriate. All clothing will be worn in such a manner that undergarments and/or parts of the anatomy are not exposed. Students may not roll up one pant leg and leave the other down.
2. Students, girls and boys, must wear clothing that is no more than five inches above the knee (measured in the front and back). If there is a question about length, measure the length before coming to school. Any holes in pants must be BELOW 5 inches above the knee.
3. Girls' dresses or skirts with or without slits - the dress or skirt cannot have a slit at all if the skirt is 5 inches above the knee.
4. Leggings, jeggings, yoga pants, or exercise capris are not considered pants and should not be worn as such. If they are worn, they must be worn with a top that is below fingertip length at all times.
5. Appropriate footwear must be worn at all times; houseshoes are not appropriate footwear. 6. See-through attire will not be permitted unless you have an approved shirt underneath. 7. Hats, bonnets, toboggans, sweatshirt hoodies or jacket hoods, other headgear, and/or sunglasses may not be worn in the buildings.
8. Picks or combs may not be worn in the hair.
9. Midriffs must be covered not only when standing, but also when bending. If you have a question as to whether your top is too short, *raise your arms*. If your midriff shows, your top is too short.
10. Clothing may not display references to, or images of, alcoholic beverages, tobacco products, drugs or weapons.

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Clothing (including accessories) may not display any controversial, vulgar, or suggestive symbol, image insignia, badge, armband, decal, or writing. Slogans, sayings or messages having double meanings are not to be worn. Clothing may not display an image or message that is considered controversial in nature, or that contains racial or religious slurs. When in doubt about an article of clothing, seek the advice of the Principal, Assistant Principal, or Counselor.

11. Clothing that is too large, such as tank tops or shirts with no side panels, will not be permitted.
12. Pajama tops, pajama bottoms, blankets and/or house shoes may not be worn.

13. No “ragged, marked-up” clothing will be permitted.
14. Wearing bandannas on the head or any part of the clothing is prohibited.
15. Tank tops must be at least the width of three fingers across the shoulders and the undergarment cannot be seen.
16. Any tattoos must be covered with clothing.
17. Form-fitting garments (tops, pants, shorts and dresses) are prohibited.
18. All jewelry that is deemed to be dangerous to the individual or others must be removed during PE. The student is responsible for placing jewelry in a safe place.
19. Administration reserves the right to change any dress code that may be deemed to be inappropriate during the school year.

**Clothing styles change very rapidly. When in doubt about a garment, seek the advice of the Principal or Counselor.*

DEFINITIONS OF BEHAVIOR CONSEQUENCES

When it is necessary to give consequences for bad behavior on the part of a student, one of the following consequences will be assigned.

1. After School Detention

Assignment for a specified period or periods to a designated room on campus before the regular school day begins or at the end of the regular school day. Teachers may keep your child until 4:00 for detention. Parents will be notified one (1) day in advance. Parents will have to pick up their child from detention. If a child does not stay for his/her assigned detention, he/she will be referred to the office. Students will not be excused from detention because of extra-curricular activities. Students may not sleep or make any noises of any type during this specified time.

2. Lunch Detention

Students are to receive lunch detention as consequences of misbehavior. When students are assigned lunch detention, they are to remain silent the entire lunchtime.

3. P. E. Detention

Students are to receive P. E. detention as a consequence of misbehavior. When the students are assigned P. E. detention, they are to follow the rules of the teacher holding detention.

4. Time-out

A student is assigned to a designated area (within the classroom, gym, ISS, cafeteria, etc.) away from other students for a specific amount of time. The amount of time can be as short as five minutes or as long as a few days. Talking during time-out will warrant Saturday School. The Red Line is considered time-out in the gym. Students may be placed in time-out while waiting on a parent due to suspension until parent conference. 5. Corporal Punishment

From time to time, it becomes necessary to administer corporal punishment in order to maintain good discipline. Please make sure that each student that **cannot** be paddled brings a letter or note to the school office to be documented on the child’s records in the office each year. The office will develop a No Corporal Punishment list.

6. Friday School

Friday school will run from 3:00-5:00 on designated Friday afternoons. It is the responsibility of the student to return the signed letter to the school office before the date of their Friday school. Students **MUST** be picked up by 5:00.

7. Saturday School

Saturday school will be held at HMS from 8:30 – 11:30 on designated Saturday mornings. This type of detention will consist of work detail in and around the school campus. Saturday school is designated for students who have repeated minor offenses and other actions as evaluated by the administration. The student must be picked up from Saturday school by 11:45. It is the responsibility of the student to return the signed letter to the school office before the date of their Saturday school.

8. Suspended for Conference

Students will be suspended from school pending a parent conference with the teacher during his/her planning period. As soon as a successful conference is held, the child may return to class, unless some form of discipline is administered. This can be the same day or within 24 hours.

9. In School Suspension (ISS)

ISS is an alternative to students being suspended from the school campus. Its purpose is to provide a form of consequence that results in improved behavior without removing the student from the school environment and supervision. Each teacher is responsible for sending work for any of his/her students placed in ISS. Please see the ISS rules listed on page 20.

10. External School Suspension (ESS)

ESS is the removal of a student from the school environment for a designated period of time. It will be the student's responsibility to make arrangements to make up any work (classroom work or tests) that was missed while the student was externally suspended within 3 days of returning to school. Assignments that can be made up are at the discretion of the individual teacher.

11. Expulsion from School

An expulsion is the long-term removal of a student at any school in the district by the Board of Education.

****Note:** Friday School, Saturday School, Corporal Punishment, ISS, ESS, Suspension for Conference, or Expulsion from school will be given as a result of an office referral depending on the behavior.

ISS RULES/PROCEDURES

1. Classes in ISS begin promptly at 7:30 A.M. Dismissal is 2:45 P.M. Students may arrive to school as they would on a normal day. The child must leave campus immediately at dismissal time.
2. Students are tardy after 7:45 and absent after 8:30. Points will be deducted for tardies.
3. Any and all absences from ISS will only be excused upon the presentation of a valid physician's excuse or prior permission from the child's principal.
4. Time missed in ISS will be made up before the student is released to class. If the absence is unexcused, the time to be made up is DOUBLED. EXAMPLE: Five (5) minutes unexcused tardy = ten (10) minutes in detention. One day unexcused absence (no doctor's excuse) = two (2) days to make up.
5. Breakfast will be allowed through the school lunch program. Breakfast will be served after everyone else leaves the cafeteria. Lunch will be served in ISS room.
6. Upon release at 2:45 P.M. students must leave the campus immediately. Any ISS assigned student present on a campus will constitute trespass.
7. If a student reports to the ISS without proper books and/or materials, one (1) day will be added to their time.
8. Students, who still have time to serve in ISS at the close of a given school year, will be re-assigned to the ISS on the third (3rd) school day of the following school year.
9. Any 8th grade student assigned to ISS at the end of the school year will not be allowed to participate in graduation exercises.
10. No student is to attend any sporting event or other extra-curricular activity while serving time in ISS. Discipline actions will take place due to this occurrence.
11. All assigned work must be completed before a student can be released from ISS.

COMPUTER LAPTOP POLICY

Computer maintenance fee of \$60.00 will be paid each year for 6th, 7th, & 8th graders.

Usage and protection guidelines will be followed as stated in the "Acceptable Use Agreement".

4th – 5th grade Chromebooks will remain at school.

6th – 8th grade Chromebooks will go home each day and return to school completely charged.

**ALABAMA STATE DEPARTMENT OF EDUCATION
DIGITAL DEVICE POLICY FOR THE ALABAMA COMPREHENSIVE ASSESSMENT PROGRAM
(ACAP) TESTING**

Student Policy:

Students shall not possess any digital device within the testing room when participating in ACAP testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test.** The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**

ACCEPTABLE USER CODE FOR USING THE INTERNET AND SCHOOL COMPUTERS 1.

BE PREPARED to be held accountable for your actions. Exemplary behavior is expected from all users at all times.

2. DO notify an adult immediately if you encounter materials that violate the school's code of conduct.
3. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
4. Do not damage the computer or network in any way.
5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. Do not use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
7. Do not install unauthorized software or download unauthorized files, games, programs, or other electronic media.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. Do not share your password with another person. Students are to login using only their assigned username and password.
11. Do not reveal the personal address or phone number of yourself or anyone else.
12. Do not access other students' work folders or files.
13. Do not repost non-academic personal communications without the original author's prior consent.

*Failure to adhere to this policy will result in disciplinary action.

CELLULAR DEVICE POLICY

4th, 5th, and 6th Grade Students

Students in grades 4, 5, and 6 are **NOT** allowed to bring cellular devices to school. This includes but is not limited to, cell phones, smart watches, Fitbits, and tablets.

7th and 8th Grade Students

Roanoke City Schools recognizes the value of allowing parents and students the ability to communicate after school hours. Cellular phones, while convenient to meet this need, can be used in an abusive way that can interrupt the learning process. Therefore, the Roanoke City Board of Education extends to students in grades 7-8

the privilege to possess cellular phones at school under the following conditions:

1. Students who wish to bring their cell phones to school **MUST** register their devices by completing the Cell Phone Contract that is signed by the student and the parent.
2. Cellular devices may not be displayed, activated, or used during the instructional day. This is to include text messaging and transferring of information and images. All such devices must be turned **OFF** and stored in the locked cabinet in their homeroom class. Forgetting is **NOT** an excuse. **Cell phones may not be located on the student or stored in a book bag, backpack, purse, or pockets during the instructional day.** Smartwatches may be worn, however, they should not be connected to the student's cellular device during school hours.
3. The instructional day begins when student arrives on campus. The instructional day includes, but is not limited to transition from between classes, lunch breaks, study halls, (early morning in gym, cafeteria pick up), and any other structured or non-structured instructional activity that occurs during the normal school day.
4. Cellular devices may be used only at the conclusion of an extracurricular activity or with expressed permission of the sponsor, teacher, or coach. Rationale: We do not want cell phones ringing during cheerleader practice, club meetings, etc.
5. Cellular devices with cameras capable of transmitting or receiving images may never be used for such purposes.
6. Cellular phones used to photograph or video tests, schoolwork, teachers, or other students may be considered a Class III offense and will be punished accordingly.
7. Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after school bus trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices.
8. Possession of a cell device by a 7th or 8th grade student is a privilege which may be forfeited by any student not abiding by the terms of this policy. **Students shall be personally and solely responsible for the security of their cell devices. Neither the local administration, nor the Board of Education assumes responsibility in any circumstances whatsoever for the loss, theft, or destruction of any cellular phones that are brought to school at any time before, during, or after school hours.**
9. School administrators or their designees may make exceptions as to when and where these devices may or may not be used.
10. The administration at Handley Middle School shall implement rules and consequences to ensure the enforcement of this policy.

CONSEQUENCES FOR VIOLATION OF CELL PHONE POLICY (Registered Phones)

1st offense – Teacher will confiscate the device and give it to a school administrator. The student may pick up the device at the end of the next school day following the incident (Ex. If an incident occurs on a Friday – the device will be returned on Monday morning.)

2nd offense – Teacher will confiscate the device and give it to a school administrator to keep for five (5) school days. **Parent must pick up.**

3rd offense – Teacher will confiscate the device and give it to a school administrator to keep for ten (10) school days.

4th offense – Teacher will confiscate the device and give it to a school administrator. The student will be assigned to ISS for five (5) school days. (Parent or legal guardian may pick up the phone after the student has completed ISS assignment).

5th offense – Teacher will confiscate the device and give it to the school administrator. The student will be assigned to ISS for ten (10) school days and lose all cell phone privileges for the remainder of the school year. (Parent or legal guardian may pick up the phone after the student has completed ISS assignment).

6th offense – Student referred to Superintendent and Board of Education.

* Students who are caught using a device to cheat will also receive a zero on the test and shall not be given an opportunity for make-up.

** Students refusing to give up possession of their cell phone when caught in violation of cell phone policy will be given no less than 3 days ISS and may lose cell phone privileges for the entire school year.

*** Absolutely no cell phones/electronic devices (student or teacher) will be allowed in testing rooms where state assessments are being administered. Violators will enter consequences at the 5th offense level.

POSITIVE INCENTIVE PROGRAM

When students are following the rules and doing the right things, we are going to recognize and reward them. The Positive Incentive Program is an important part of our student management program at Handley Middle School.

OBJECTIVE:

To look for and recognize positive student behavior throughout the student body.

THE PROGRAM:

Actions/attitudes we will look for include, but are not limited to the following:

- a. Being respectful and courteous.
- b. Being dependable and responsible.
- c. Showing initiative.
- d. Showing effort.
- e. Displaying a highly commendable attitude.
- f. Participating in a positive manner.
- g. Being very cooperative.
- h. Improved academic work.
- i. Showing leadership qualities.
- j. Well prepared for class.
- k. Improving behavior.

EXPECTED OUTCOMES:

- To reduce discipline problems by recognizing positive behaviors. (focus of attention).
- To encourage and reward positive behavior throughout the student body.
- To encourage staff members to look for the **GOOD** in each student.

List of Positive Incentives:

- Positive Incentive Activity per quarter.
- End Of The Year Activity

A student may have one detention notice, however, TWO detention notices would cause him/her to be ineligible for the activity at the end of the year. Any two of the following (after-school detention, time out in ISS, lunch detention, break detention, and P.E. detention) count toward being ineligible for the activity. In order to participate in the EOY Positive Incentive Activity students should have no referrals for the entire year. Friday

School, Saturday school, In-School Suspension, and External Suspension automatically disqualifies you from any positive incentive activities. Unexcused absences, excessive check outs and tardies will also affect a student's ability to participate in positive incentive activities.

EXTRA CURRICULAR ACTIVITIES

ACADEMIC TEAM

The Academic Team is open to all sixth, seventh and eighth grade students with "A-B" averages or higher. To qualify each student goes through a series of tryouts, practice scholar's bowl sessions, and written quizzes. The students with the highest overall scores qualify for the team.

MATH CLUB

The HMS Chi Alpha Mu Math Club, standing for Creative Adventures in Mathematics, is the National Junior Mathematics Club for Middle Schools and Junior High Schools. Founded in 1967, the organization was reactivated by Mu Alpha Theta to promote enjoyment and understanding of mathematics by middle school students.

4-H CLUB

4-H is open to all students. There are no enrollment criteria. This organization is provided by the Randolph County Extension Agency.

STUDENT COUNCIL

Student Council members are elected by students in each homeroom. It is open to two members per homeroom class in grades 4-8. To participate in the process, a student must have an overall "B" average. The students must maintain an overall "B" average throughout the school year in order to remain a member. If a member does not maintain a "B" average, an alternate from the homeroom will step in as the new member. Officers for Student Council are elected in the spring by the entire student body after a campaigning process. Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

NATIONAL JR. HONOR SOCIETY

National Jr. Honor Society is open to students entering the seventh and eighth grades. In order to be eligible for the NJHS, the student must have been enrolled at Handley Middle School for 12 weeks (one trimester) and must have an "88" overall average in the core subject areas only. Students must have no more than one infraction that resulted in the following types of discipline: Saturday School, ISS, or External Suspension or no more than two infractions that resulted in Friday School. Students must also receive five out of nine votes from the faculty advisory council. Once selected, students must maintain an overall "88" average and good conduct and disciplinary record. Those who fall short in one of these areas will be reviewed by the faculty sponsors and be placed on probation for one trimester. The member will have one trimester to reach the required overall average or improve their conduct /disciplinary record or they will be permanently removed from the organization.

YEARBOOK STAFF

The Handley Middle School Yearbook Staff is open to all 7th and 8th grade students. Interested students are asked to submit an application with an essay explaining why they will be a good candidate for the yearbook staff. The students are asked to maintain an A-B average.

BAND

Students who elect to take Band must make a commitment to stay for the entire year. However, if a change in schedule is made, it must be accomplished the first two weeks of school. No one will be permitted to drop out of the band after this two-week grace period. Only the administrator can make exceptions. The Band Program at Handley

Middle School is open to all students grades five through eight. Students elect to participate in the Band Program with parent approval.

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ATHLETICS

Football, Basketball, Track, Softball, Volleyball, Baseball

Roanoke City School System and Handley Middle School follows the rules and selection process set forth by the Alabama High School Athletic Association. Programs are open to all students grades seven and eight who meet the state requirements. The Coaches, Guidance Counselor, and Administration make sure the requirements are met. An assignment to ISS will automatically place an athlete in ineligible status for the sport that they are participating in for the length of the assignment in ISS.

JR. VARSITY CHEERLEADING

(For 6th and 7th Grade only)

Eligibility for Varsity Cheerleader try-outs is as follows:

- A. Only eligible 6th grade and 7th grade students may try out for the Jr. Varsity squad.
- B. Students must be currently enrolled in the Roanoke City School System.
- C. Academic eligibility requirements of the Alabama High School Athletic Association will be followed. Other academic eligibility requirements instituted by the Alabama Legislature or the Alabama State Board of Education will supersede.
- D. Parents and students must have signed a form that states that they have read, understand, and intend to follow the cheerleading guidelines.
- E. No student who has received two or more Class I, II, or III office referrals, or external suspension within the present school year will not be allowed to try out. Students receiving three or more detentions will not be allowed to try out.
- F. No one with an outstanding debt to the cheerleaders fund at HMS will be allowed to tryout. G. A cheerleader may not tryout if she/he makes the decision to quit or is dismissed from the squad the previous year.

VARSITY CHEERLEADING

(For 8th Grade only)

Eligibility for Varsity Cheerleader try-outs is as follows:

- A. Only eligible 8th grade students may tryout for the varsity squad.
- B. Students must be currently enrolled in the Roanoke City School System.
- C. Academic eligibility requirements of the Alabama High School Athletic Association will be followed. Other academic eligibility requirements instituted by the Alabama Legislature or the Alabama State Board of Education will supersede.
- D. Parents and student must have signed a form that states that they have read, understand, and intend to follow the cheerleading guidelines. Parents and student must have attended a meeting with the sponsor and principal before try-outs.
- E. No student who has received two or more Class II or III office referrals, three or more Class I referrals, or external suspension within the present school year will be allowed to try out.
- F. No one with an outstanding debt to the cheerleaders fund at HMS will be allowed to try out. G. A cheerleader may not tryout if she/he makes the decision to quit or is dismissed from the squad the previous year.

FELLOWSHIP OF CHRISTIAN STUDENTS (FCS)

Fellowship of Christian students is open to all students in the 6th, 7th, and 8th grades. This group meets in the gym each Friday morning. We participate in fundraising activities in order to fund our service projects. Members with 80% attendance in good standing are invited to the end of the year field trip.

ROBOTICS

In an effort to further opportunities in STEM education, Handley Middle School has five robotics teams, one for each grade. HMS participates in the VEX IQ robotics program. Students are chosen for the teams based on performance of a design challenge. After teams are selected, students design, build, and program their robot with the goal of attending competitions throughout the year.

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PARENT INFORMATION

TELEPHONE MESSAGING SYSTEM

Through our phone system, we will notify parents of any absences and/or any other needs, such as early release days, during the upcoming school year.

PURCHASE OF TEXTBOOKS

Parents, if you wish to purchase state-owned textbooks, you may contact Mr. Greg Foster, Superintendent of Education, Roanoke City Schools.

STATEMENT OF EQUAL EDUCATIONAL OPPORTUNITIES

Roanoke City Schools are committed to the concept of equal opportunity for all individuals. For this reason, the Roanoke City Board of Education reaffirms its policy of nondiscrimination on the basis of sex, race, creed, national origin, or handicap.

This policy of nondiscrimination extends to all employees and students, as well as applicants for employment. This notice shall be regularly disseminated by appropriate means to all applicants for employment, students and their parents and employees.

Anyone wishing to file a complaint under the provisions of the following grievance procedure or having any questions related to this policy may contact Dr. Kelli Hendon, Federal Programs Coordinator, Roanoke City Schools, P.O. Box 1367, Roanoke, Alabama 36274.

NOTICE OF JOB VACANCY

The Roanoke City School district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Brittany Duncan, Section 504, Title IX, and Special Education Coordinator, P. O. Box 1367, Roanoke, AL 36274, 334-863-6819.

ASBESTOS REGULATIONS NOTIFICATION

All Roanoke City Schools have been inspected by an EPA-approved asbestos inspector and maintain a management plan file in the school office as required under the AHERA regulations. The file is available to any parent to view.

The majority of our asbestos materials is non-friable and is in the form of floor tiles. Although we do have some friable (able to crumble with hand pressure) asbestos in our facilities, these materials are well-maintained and are not accessible to the students. The law requires that we make this notice to all employees, students and staff annually. We are glad to provide a healthy atmosphere for students and staff.

GRIEVANCE PROCEDURES for Title VI, Title IX, Section 504, and Sexual Harassment The primary purpose of this policy is to provide for prompt and equitable resolution of students' complaints and grievances.

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, will not be tolerated. The Board will investigate all allegations of sexual harassment and take appropriate action against those who engage in such behavior. Sanctions for violation of this policy may include verbal or written warning, suspension, or expulsion.\

Definition

Sexual harassment is defined as verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with the performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment on school property.

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Complaint Procedure

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, the principal, the designated reporting officer for the school system, or the superintendent. Any student who suspects that a student is being sexually harassed shall immediately report the information to the school Counselor, Principal, or Superintendent. A student's request to make his or her report to someone of the same sex shall be granted.

If the complaint is received by someone other than the school Principal, the person receiving the complaint shall promptly inform the school Principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s) and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s) may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board as soon as practicable. The Board shall make a final decision and notify the student and the custodial parent(s) in writing of its decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the extent practicable, all reports of sexual harassment will remain confidential.

NON-DISCRIMINATION POLICY

Roanoke City Schools are committed to the concept of equal opportunity for all individuals. For this reason, the Roanoke City Board of Education reaffirms its policy of nondiscrimination on the basis of sex, race, creed, national origin, or handicap.

This policy of nondiscrimination extends to all employees and students, as well as applicants for employment. This notice shall be regularly disseminated by appropriate means to all applicants for employment, students and their parents and employees.

Anyone wishing to file a complaint under the provisions of the following grievance procedure or having any questions related to this policy may contact Dr. Kelli Hendon, Federal Programs Coordinator, Roanoke City Schools, P.O. Box 1367, Roanoke, Alabama 36274.

DISCRIMINATION GRIEVANCE PROCEDURE

The following procedures have been adopted by the Roanoke City Board of Education for use by students of Roanoke City Schools who wish to file a complaint in regard to discrimination based on sex, race, creed, color, national origin, or handicap. A "grievance" is another name for a complaint. If you believe that you have been discriminated against, you may file a claim or grievance with the Title VI, Title IX, Section 504 and Sexual Harassment Coordinator, Dr. Kelli Hendon-Federal Programs Coordinator, and Dr. Brittany Duncan-Special

Education Coordinator.

The following procedure should be used by students or their parents or guardians who wish to file a discrimination complaint.

STEP ONE Ask the teacher or person(s) whom you feel treated you unfairly to discuss it with you. This should be done within ten (10) days of the time that the situation occurred.

STEP TWO If you still do not feel that your problem has been solved, then ask to speak to the Principal. This should be done within five (5) days of your talk with the teacher.

STEP THREE If, after this, you still do not feel that your problem has been solved, then contact the Federal Programs Coordinator programs and discuss the matter with him/her. This should be done within five (5) days of your talk with the Principal. The Federal Programs Coordinator will schedule a meeting of all people involved, and they will try to find a satisfactory solution on the basis of the evidence presented.

STEP FOUR If everyone cannot agree on a solution, the Federal Programs Coordinator will bring the problem to the attention of the Superintendent and supply the appropriate written documentation. The Superintendent will schedule a meeting, of all people involved, and they will try to find a satisfactory solution to the problem. The Superintendent will inform the student or parent in writing of his/her decision within five (5) days of this meeting.

STEP FIVE If everyone cannot agree on a solution at this point, then the student or student's guardian may appeal in writing to the Roanoke City Board of Education within fifteen (15) days after the meeting with the Superintendent. The Board will consider the complaint at the earliest appropriate meeting. At that time the student or guardian shall have the right to explain the problem in person or in writing to the Board. The Board shall inform the student or guardian and the Superintendent in writing of its decision within fifteen (15) days after the meeting.

PARENT'S RIGHT TO KNOW (NCLB)

This notice is provided pursuant to the No Child Left Behind Act of 2001 (NCLB), which requires schools to inform parents of their right to request information relating to the professional qualifications of their child's teacher and/or paraprofessionals. Information that parents are entitled to the request includes the following:

- Whether the teacher has met state credential or license criteria for grade level and subject matter
- Whether the teacher is teaching under emergency or provisional status
- The baccalaureate degree major and any other graduate degree or certification held
- Whether child is provided services by a paraprofessional; and if so, their qualifications

If you want more information, please contact your local school and ask for the "Parents' Right-To-Know" form. The form is made available through the main office of the school. A parent may come to the office and request the form when needed.

NOTICE TO FAMILIES OF SCHOOL DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Roanoke City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Roanoke City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Roanoke City Schools to include this type of information from your child's education records in certain school publications. Examples include: ● A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if

released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request, with three directory information categories – names, addresses and telephone listings – unless parents advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Roanoke City Schools to disclose directory information from your child's education records without prior written consent, you must notify the District in writing. Roanoke City Schools has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
 - Participation in officially recognized activities and sports
 - Address
 - Telephone listing
-
- Weight and height of members of athletic teams
 - Electronic mail address
 - Photograph
 - Degrees, honors and awards received
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - The most recent educational agency or institution attended

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**ROANOKE CITY SCHOOLS
ANNUAL NOTIFICATION REGARDING
SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES**

No student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. Written Notification – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs. The written notification may

be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. Opt-In To Participate in Mental Health Services –

1. General Requirement – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.

2. Rescinding Permission – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.

3. Requests for Opt-In and Referrals Authorized – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt to obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian

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with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

4. Exception for Imminent Threat – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. Information for Parents/Legal Guardians – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. Recordkeeping – Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law. Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

Mental Health Services

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your**

child, you must opt-in for each service listed for them to participate in that service.

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Parent/guardian of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or “mental health services” contained in a student’s IEP or §504 plan. Consent for those services will be obtained and information regarding your child’s mental health services will be provided through the usual special education process.

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ACKNOWLEDGEMENT

* You may access a digital copy of the student handbook on our school website at www.roanokecityschools.org. Go to schools...Handley Middle School....Resources. You may request a printed copy in the school office.

Date: _____

I have read, or have had read to me, and understand the rules and explanations contained within, and intend to abide by these while a student at Handley Middle School.

Signature of Student _____

I, as parent or legal guardian of the above student have read, or had read to me, and understand the Policies contained in the Handley Middle School Handbook. As a result of my agreement with this Code, I hereby certify that I agree with the Disciplinary Actions and Procedures of the Code of Conduct and that my child shall be subject to the disciplinary measures so outlined.

I also understand that it is my responsibility to make sure the school is aware, in writing, if I do not wish for my child to participate in the following activities, corporal punishment or attend any of the following local field trips:

- Periodic surveys
- Internet usage: Please notify us in writing if you do not wish for your child’s image and name to be displayed in public (this includes but is not limited to the school yearbook, the school website, school media projects, the local newspaper, and the other local print media). Parents are strongly urged to consider the fact that many tests, assignments, and class projects are internet-based. Teachers have the capability to monitor student internet use. Those students found to be off task or viewing inappropriate material will be disciplined for improper computer/internet usage. Please note that our school makes every effort to block improper websites but will assume no responsibility for students who circumnavigate the system.
- To attend field trips within Randolph County.
- To participate in school activities that include students leaving the school campus to walk in the community.
- To participate in videos for Professional Development

This form should be completed by the end of August each school year and return to the school. Signature

of Parents or Legal Guardian _____ Email

Address of Parent or Legal Guardian _____

Parent/Legal Guardian phone number for automated messages _____

Do you have internet access at home ____ **Yes** ____ **No**

NOTE: After signing please have the student return it to the homeroom teacher. This ACKNOWLEDGEMENT will become a part of the student's cumulative file.

It is the parent's/guardian's responsibility to notify the school office of any changes to the student's contact information (phone numbers, address, emergency contacts)