

# Monrovia Middle School Student/Parent Handbook 2022-2023 School Year



Monrovia Middle School  
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Huntsville, Alabama 35806

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<https://www.mcssh12.org/MonroviaMiddleSchool>

*Established*  
1997

**The Monrovia Middle School Student/Parent Handbook results from a collaborative effort between teachers and administrators to define the standards and expectations our school and community deserve.**

## **OUR MISSION**

The mission of Monrovia Middle School is to create a culture that ensures ALL students are *MOTIVATED* to live their dreams, *MASTER* their goals, and *SUCCEED* in finding their purpose.

## **OUR VISION**

To achieve our mission of motivation, mastery, and success, Monrovia Middle School's collaborative teams will identify, measure, intervene and enrich essential academic and social-emotional skills in order to become the model middle school our community expects.

## **OUR COLLECTIVE COMMITMENTS**

- Put our students first in everything we do
- Be a positive contributing member of my collaborative team
- Use evidence of student learning to seek out best practices that support the needs of individual students
- Provide parents with resources, strategies, and information to help students succeed
- Treat each other with respect and dignity and expect everyone's best effort
- Model encouragement, respect, and compassion to cultivate these values within our school environment

## **MCBOE NON-DISCRIMINATION STATEMENT**

The Madison County School District does not discriminate in admission, treatment, or access to programs or activities on the basis of race, religious preference, disability, age, gender, national origin, citizenship, non-English speaking ability, or homeless status. The Title IX Compliance and ADA Compliance Officer and Coordinator of Student Services Contact Information: Mrs. Jennifer Whitt, 1275 F Jordan Road, Building B; Huntsville, AL 35811; Telephone: 256.852.2557 extension 61715; Facsimile: 256.851.2127

**ADMINISTRATION**

**PRINCIPAL**

Mr. Keith Trawick

**ASSISTANT PRINCIPALS**

Mrs. Pamela Henson  
Dr. Stephanie Ledbetter  
Mr. Bobby Cheyne

**GUIDANCE COUNSELORS**

Mrs. Lar Nique Lunsford  
Mr. Trey Standeffer

**BOOKKEEPER**

Mrs. Karey Collins

**SECRETARY/REGISTRAR**

Mrs. Karen Herfurth

**RECEPTIONIST**

Mrs. Nikiya Dunn

**Monrovia Middle Website**

<https://www.mcssk12.org/monrovia/middleschool>

**MMS Twitter**

<http://www.twitter.com/monroviahawks>

**MMS Facebook Page**

<http://www.facebook.com/monroviainmiddleschool>

**Madison County Schools Website**

<http://www.mcssk12.org/>

**MMS Calendar**

[2022-2023 School Calendar](#)

**PARENT-TEACHER ORGANIZATION**

**2022-2023 OFFICERS**

- President - Katrina Doty
- Vice President/Membership - Stephany Wilkins
- Vice President/ Volunteers - Michelle Bardgett
- Secretary- Alicia Phillips
- Treasurer - Allison Centamore
- Administrative Representative - Jeff Dunnavant
- Teacher Representative - Adriana Henson

**Email:**

[monroviainmiddlepto@gmail.com](mailto:monroviainmiddlepto@gmail.com)

**Website:** [www.monroviainpto.com](http://www.monroviainpto.com)

**Twitter:**

<https://twitter.com/MMSPTO4U>

**Facebook:**

<https://www.facebook.com/MonroviaMiddlePTO/>

**Instagram:**

<https://www.instagram.com/mmspto4u/>

## **A MESSAGE FROM OUR PRINCIPAL**

I am Keith Trawick, and I am honored to serve as principal at Monrovia Middle School. I have a wonderful wife, two boys, and two dogs! I am a product of Monrovia and dedicate my time to the students, staff, and community surrounding Monrovia Middle School. I understand the high expectations placed on student achievement and will continue to strive for excellence.

I began my teaching career in Athens City Schools in 2006 and transferred to the Madison County School System to teach 5th grade at Legacy Elementary School in 2008. Since then, I have served the MCSS as a classroom teacher, assistant principal, principal, and district-level administrator. After serving five and a half years as principal of Legacy, I served Madison County Schools as Supervisor of Student Services. Two and a half years later, I have been led back home to Monrovia Middle School.

During my tenure as principal, Legacy was recognized as a two-time Blue Ribbon Schools of Excellence Lighthouse School and an Alabama and U.S. Department of Education Green Ribbon School. We were student-centered, where all staff played a critical role in ensuring student safety and a high level of learning for all students. I utilized that mentality in the Student Services Department at the central office and will continue with those exact expectations at Monrovia. As Supervisor of Student Services, I oversaw the school social workers, health services, student discipline, Section 504, and enrollment. During my time at the central office, we focused heavily on addressing mental health concerns with our students. My purview directly impacted all areas of our student's social, emotional, and physical well-being. In October 2020, I was awarded the Gayle Owen Memorial Award of Excellence for Educator of the Year from Partnership for a Drug-Free Community.

Between February 2019 and July 2021, I led a supportive team of professionals through various systemic challenges, including the rollout of a district-wide online enrollment system and the district's first-ever Mental Health Services coordinator's implementation. Madison County Schools is more prepared to support its families with the most up-to-date student demographic and mental health data. Our success is demonstrated by maintaining a laser focus on the whole child, thus increasing our ability to monitor and assess students' overall preparedness as we strive to provide a safe school environment.

I recognize that the foundation of learning is relationships and am committed to fostering relationships that build capacity within others. As principal at Monrovia Middle, I am dedicated to cultivating student success through positive energy, patience, and conversations. My gift is serving others. I never meet a stranger, and I love engaging in conversations that spark new ideas. My team and I are fully committed to carrying out the mission and vision established for the staff and students of our school. As your principal, I assure you that I will work tirelessly to ensure that Monrovia continues to be an elite school by promoting a collaborative culture that yields the results the school community deserves.

**Keith Trawick, Principal**

## **ATTENDANCE**

### **ABSENCES FROM SCHOOL**

Regular school attendance is essential. However, absences may be excused for the following reasons:

- Illness
- Weather preventing attendance
- Legal obligations
- School-sponsored activities

A note must verify reasons for absences from the student's parent or guardian. The note must be submitted on the day the student returns to school. Excuses from a doctor's office must be original. If faxed to the school, they must be faxed from the doctor's office. A note of excuse via email is not permitted. Absence notes are to be placed in the front lobby mailbox before homeroom.

### **UNEXCUSED ABSENCE**

Any absence not classified as an excused absence will be coded as unexcused.

### **TRUANCY POLICY**

If a parent/guardian does not explain in writing within three (3) days of a student's return to school, the student will be classified as truant for each day absent. The student will also be classified as truant if the principal, or their administrative designee, determines that an absence is unexcused based on the parent/guardian's written explanation.

After accumulating seven (7) unexcused absences within a school year, a student will be considered truant to the extent a petition may be filed against the student or parent, whichever is appropriate.

### **SCHOOL-SPONSORED ABSENCES**

Students absent due to a school-sponsored/authorized activity will not be counted as absent from school for this purpose. Students are expected to make up any missed work.

### **EXCESSIVE UNEXCUSED ABSENCES**

A parent may write a total of eight (8) excused absence notes for illnesses without a doctor's statement. After an accumulation of eight (8) excused absences for illness without a doctor's statement, the student will receive unexcused absences for illness unless the absence(s) are documented with a doctor's statement.

### **EXCUSED ABSENCES/MAKE-UP WORK**

Students are permitted to make up work, tests, assignments, other activities, etc., when absent for an excused reason. The teacher(s) will give students at least the number of days equal to the number of days absent to complete the assignments. The student or parent must request and obtain assignments from the teacher(s) through normal school channels (in person, by telephone, email, etc.).

*Note: After the accumulation of seven (7) unexcused absences (not including suspensions), please refer to the truancy policy. ([MCBOE Student Code of Conduct](#))*

### **SUSPENSION ABSENCES**

Students suspended from school are expected to complete work and other assignments *during* their suspension period. The student is expected to complete all assignments provided and turn them into the teacher(s) on the day

they return from school from suspension. The date and time of work availability will be covered at the suspension conference.

Suppose a suspension occurs after the start of the school day. In that case, the student will have the suspension day and the day immediately following the suspension to make up any missed assignments for classes (periods) missed due to the suspension.

Tests will be administered on the day the student returns to school from their suspension at a time that does not interfere with the typical instruction day, including before or after school hours or Enrichment.

Due to the timing or length of a suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

### **LATE CHECK-IN/OUT**

If a student checks in late or out early (thereby missing part of a school day), they must have a note for the time missed in class when returning to school. Failure to provide a note is an automatic unexcused absence. The note must contain the date of absence, reason, parent's signature, and a daytime phone number for verification. Emailed notes are not acceptable. All check-in/outs take place in the front office.

### **SIGN-IN/OUT PROCEDURES**

Students arriving after 8:30 a.m. must sign in at the main office. Students who leave school during the day for any reason must sign out in the main office.

Any time missed from class is an absence. A note from a parent/guardian with the date of absence, reason, parent signature,

and daytime phone number for verifications must accompany the student upon their return. Students must be checked out by 3:00 p.m.

### **TARDINESS TO SCHOOL**

Any student who arrives late to school must come by the front office to sign in. Tardies are treated the same as absences. When returning to school, the student must have a note for the time missed in class. Parents may write up to eight (8) absence notes for absences/tardies. Failure to provide a note is an automatic unexcused absence.

### **SKIPPING/CUTTING CLASS**

Skipping/cutting class (defined as not being in your designated area) will not be tolerated. Students must have a hall pass when leaving the classroom. Skipping/cutting class may result in disciplinary action. ([MCBOE Student Code of Conduct](#))

### **ATTENDANCE FOR ATHLETES**

Monrovia Middle School adheres to the attendance guidelines set forth by the current Alabama High School Athletic Association (AHSAA) Handbook. <http://www.ahsaa.com>.

## **MORNING ARRIVAL PROCEDURES**

The doors of Monrovia Middle School will open at 8:00 a.m. Bus riders will be dropped off at the front of the school, and car riders will be dropped off at the back of the school. All students will report to the gym unless they will be eating breakfast. Students eating breakfast will eat breakfast in the cafeteria and then report to the gym, unless it's after 8:15, then they will report to homeroom.

### **BREAKFAST/LUNCH**

Breakfast and Lunch are available for students every school day. Breakfast is served from 8:00-8:20. Please ensure your student arrives in time for breakfast if riding in a car. Any late buses will be allowed to eat breakfast. All breakfast/lunch accounts are handled through PayPams [here](#).

### **BUS RIDERS**

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses strictly. Students who violate established rules and regulations regarding bus use or who exhibit behavior deemed inappropriate or detrimental to the safe transportation of students will not be allowed to ride school buses.

The Principal, or their administrative designee, has the authority to deny a student the privilege of riding a school bus when such student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safe transportation of students. School

officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations by the school.

Students are to:

1. Stay seated properly in seats.
2. Listen to and obey bus drivers.
3. Keep the aisles clear of feet, books, bags, etc.
4. Keep buses free of litter.
5. Keep conversations at a low volume, no loud or boisterous talk.
6. No use of profanity, obscene, or vulgar language

Consequences:

**1st violation = Conference with student, Parent Contact, AND Assigned Seat**

**2nd violation = removal from bus up to 5 days**

**3rd violation = removal from bus up to 10 days**

**4th violation = removal from bus for up to 20 days (or remainder of semester)**

**Note: In addition to the above-identified bus consequences, if offense rises to a Class 2 violation or above, the offense will be treated as such per the MCSS Student Code of Conduct.**

**To ensure the safety of our students and employees, all individuals (other than Monrovia Middle School students) are prohibited from approaching the school bus at any time during its operation. Please contact the school with any messages you may have for a driver, and we will be glad to relay the message to them. Do not approach the bus to contact the driver or its occupants.**

## CAR RIDERS

Car riders must not be dropped off unattended before 8:00 a.m. and must be picked up by 3:45 p.m. Car riders are dropped off and picked up at the designated area at the rear of the school. **Students are not allowed to be dropped off at the school's front doors between 8:00 a.m. and 8:30 a.m.**

*Note: All students must be transported to and from school by car or bus. There are no walkers or cycle riders.*

## **FOUNDATIONS & EXTRACURRICULAR ACTIVITIES**

### FOUNDATIONS CLASS

Foundations is a built-in time during the day to allow students the opportunity to receive enrichment and assistance with academic classes.

### EXTRACURRICULAR ACTIVITIES

Monrovia Middle School offers opportunities for students to be involved in promoting school values outside of the classroom. Students participating in these activities are expected to follow all school-wide rules. Options vary depending on grade level.

These include but are not limited to: 6th Grade – Band, Scholars' Bowl, Student Government Association, Green Power Team, and Student Library Committee.

For 7th and 8th Grade Students – In addition to the listed 6th Grade activities above, Junior Beta Club is offered. At the end of 7th grade, students can apply to participate in the Yearbook Staff in 8th Grade. The athletics programs, including those offered through Sparkman High

School, are listed below.

Athletic Programs offered at Monrovia Middle School are baseball, cheerleading, football, girls and boys basketball, girls and boys soccer, softball, and volleyball. The following sports may be available at Sparkman High School: cross country, golf, indoor and outdoor track, swimming, tennis, and wrestling. All athletic programs are available for students beginning in the 7<sup>th</sup> grade.

## FEE WAIVERS AND EXEMPTIONS

Please contact the Principal directly if you have questions, concerns, or need assistance regarding any fees or expenses related to activities or programs offered at Monrovia Middle School.

## **DISCIPLINE**

### STUDENT GUIDE TO SCHOOL POLICIES

*The safety of all students is our number one goal at Monrovia Middle School.*

*Please review the Madison County Schools Code of Conduct at the following website: [www.mcask12.org](http://www.mcask12.org).*

The faculty and staff of Monrovia Middle School take pride in creating and maintaining a school environment that contributes to academic and social growth. To accomplish this, every student must know and follow the rules and policies regarding discipline and supervision. Rules, routines, and procedures will be discussed in each classroom. Teachers may have a grace period of up to two weeks before enforcing discipline policies.

Saturday Academic School (SAS) will begin for all students after the first progress report.



## Students must abide by the following rules and policies:

1. Students are to conduct themselves obediently and respectfully.
2. Vandalism (destruction or defacement) of school property is prohibited.
3. Vulgar and profane language is not permitted.
4. Public displays of affection (*i.e.*, hugging, kissing, holding hands, or students with their arms around each other) are prohibited.
5. Being truant, tardy, or leaving class without permission will not be permitted.
6. Chewing gum is strictly prohibited.
7. Physical or verbal harassment is not tolerated.
8. Possession of item(s) that interferes with the educational process is not permitted.
9. The consumption of food/drinks in the classroom is at the discretion of the teacher, unless under the direction of a physician and notated in the school's clinic. Glass bottles, plastic/styrofoam cups with lids/straws, Yeti/insulated cups are not to be brought to school. Energy drinks are not permitted at school.
10. Any object considered a weapon (including fireworks) is not permitted.

6. Stop in the hallway and listen quietly when an announcement is made over the public-address system.

## ASSEMBLIES

Each student is personally responsible for the impression made by the school. Unacceptable conduct may include whistling, inappropriate clapping, boisterousness, and talking during a program.

Before an assembly, students are to report to their regular classes. Textbooks and other materials are to be left in the classroom. Students should be accompanied by their teacher. Students are to remain seated during assemblies always unless invited to participate. Students may not leave early from an assembly or pep rally without being dismissed.

The following are guidelines for students when assemblies are held:

1. Enter and leave in an orderly, quiet manner.
2. Be seated as soon as possible.
3. Give courteous attention always.
4. Applaud when appropriate.

## STUDENT CONDUCT

### HALL & CLASSROOM PROCEDURES

1. Be prompt to class.
2. Dismiss according to the teacher, not the bell.
3. Leave the classroom only with a pass from the teacher.
4. Fighting is not permitted. ***All threats are taken seriously and will be dealt with appropriately. There is no such thing as a "play fight" at MMS.***
5. Do not disturb classes in session. If it is necessary to contact someone during the school day, notify the main office, and a message will be relayed to the student or teacher.

### CAFETERIA RULES

The following rules must be observed:

1. All students will go to and from the lunchroom with their teachers.
2. Students are not allowed to cut in line for any reason.
3. Students are not allowed in the kitchen area.
4. All students are expected to eat in the lunchroom.
5. No food will be taken outside the lunchroom.
6. Students are expected to conduct themselves in an orderly manner while in the lunchroom (no throwing food, yelling, etc.).
7. All students are expected to keep the lunchroom area clean.
8. Bathroom passes in the lunchroom will be issued at the teacher's discretion.
9. If the student is not eating lunch from our

lunchroom, it is the parent's responsibility to provide a sack lunch.

10. Parents are permitted to bring food from outside the cafeteria on their child's birthday *only*. This must be coordinated through the front office and parents must sign in.
11. Students are permitted to carry a water bottle throughout the day. The bottle must contain water only and have a screw-on cap. Soft drinks, coffee cups, Yeti cups, Starbucks, etc. are not permitted.

## FORMS OF DISCIPLINE

The Monrovia Middle School community expects appropriate behavior to be exhibited by all students at school and school-related functions. Please see the Madison County Student Code of Conduct for Violations and Consequences. Before any disciplinary action is taken, each case is investigated.

Students are expected to conduct themselves in a manner that will contribute to the best interest of the school system. Discipline problems should be handled between the teacher, student, and parent. Effective forms of discipline may include, but are not limited to, those described in the Madison County Board policies and the following:

### OUT-OF-SCHOOL SUSPENSION

To maintain order, minimize the risk of potential personal injury, property damage, or disruption, or permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspensions will be counted as excused absences. Make-up work will be permitted for such absences, unless permitting such work under the circumstances would be

impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable considering the grounds for the suspension.

***Any student returning to school from suspension must be accompanied by a parent.***

## ELECTRONIC DEVICES

*Please review the Madison County Schools Code of Conduct at the following website: [www.mcssk12.org](http://www.mcssk12.org).*

1. The Principal, or his/her administrative designee, may approve the use of electronic devices during medical emergencies, natural disasters, after regular school hours, at events, or when the use of the devices serves safety, instructional, and/or convenience without disrupting academic or school operations.
2. The Principal, or his/her administrative designee, will also have the authority to further restrict or deny the use of electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices.
3. School officials may read, examine, or inspect the contents of any such device upon individual suspicion that the device contains evidence of a violation of Board policy, the Student Code of Conduct, or other school rules.
4. Cell phones, smartphones, electronic devices, headphones, earbuds, and/or other listening

devices may not be used in the classroom without the expressed consent of the teacher.

5. Photography, video, and audio recording are strictly prohibited on school premises without the consent of the administration. This includes, but is not limited to, classrooms, locker rooms, and buses.
6. Inappropriate use of computer hardware/software will not be tolerated. Violations of the Monrovia Middle School Acceptable Use Policy will be disciplined according to the severity of the offense.

*Monrovia Middle School, nor the Board of Education, assumes any responsibility for theft, loss, or damage to any cell phone/electronic device while in the possession of the administration.*

### **BRING YOUR OWN TECHNOLOGY (B.Y.O.T.)**

The use of the Madison County School's network is a privilege, not a right. Each user is expected to abide by Administration/Teacher directives and the provisions of the Madison County Board of Education Policy. Please review the Madison County Schools Student Handbook and Acceptable Use Policy at the following website: [www.mcask12.org](http://www.mcask12.org)

1. All students and parents/guardians will receive an electronic copy of the Acceptable Use Policy and BYOT forms.
2. Monrovia Middle, nor the Madison County Board of Education assumes any responsibility for theft, loss, or

damage to any personal/wireless communication or electronic device.

### **Cell Phone Use Guidelines/Consequences:**

Students are NOT allowed to use their cell phones without expressed consent from a faculty/staff member. The front desk clerk will assist with tracking cell phone violations. The following consequences should be imposed when a student is found to violate the Cell Phone Use Guidelines.

#### Offense/Discipline Progression:

1. Cell phone is sent to the office. A student may retrieve it at the end of the day. (L16-1)
2. Cell phone placed in "Phone Detention" for 3 days. Students must submit phone to office upon arrival each day of detention. Students may retrieve phones at the end of the day. If the phone is not received, student will be placed in ISS by the appropriate admin. (L10-1a)
3. Cell phone is sent to the office, parent must retrieve it from school, and the student is assigned 1 day ISS. (S10-1a)
4. Cell phone is sent to the office, parent must retrieve it, student is assigned 2 days ISS (S10-1a)
5. Student will be suspended for up to 2 days OSS for disobedience. (S10-2)

### **TELEPHONE**

Students may use school telephones at the discretion of the teacher and/or administration.

## VISITORS

For the safety of students, all visitors must report to the front office, present a photo ID, state the reason for the visit, and receive a badge that must be visibly worn. Visitors will not be allowed access to the office during student transitions. Parents may not walk their students to a classroom.

## GRADING

### GRADING CRITERIA

For Criteria, Dates, and Scales, See Madison County School System's Policy at the following online location:

[Madison County Schools Grading Policy](#)

Please refer to PowerSchool for questions about grades. If you cannot find your answer online, you may email the teacher. Teachers will respond within two (2) school days.

PINs for each student are available each day from 8:30 a.m.-2:00 p.m. To avoid wait time, appointments are taken. Due to the confidential nature of this information, parents will need to come into the front office to sign for a PIN. Report cards are issued at the end of each nine (9) weeks grading period.

Number grades are used to designate a student's progress in grades 6-8. Teachers should have a minimum of four major evaluations of student work per nine (9) weeks, in addition to the homework grade.

Progress reports will be sent out every four and one-half (4½) weeks.

## PROMOTION STANDARDS

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

1. Students in the 6th grade are required to have a 60% average or above in three of the following five areas with English Language Arts, and Math being two of the four areas: English Language Arts, Math, Science, and Social Studies.

Students in schools offering electives are required to have a 60% average or above in five of the six following areas with English Language Arts, and Math being two of the five areas: English Language Arts, Math, Science, Social Studies, Elective

2. Students in the 7th and 8th grades are required to have a 60% average or above in any four of the five following areas: English Language Arts, Math, Science, Social Studies.

Students in schools offering electives are required to have a 60% average or above in any five of the six following areas: English Language Arts, Math, Science, Social Studies, Elective

A student who does not meet the promotion requirements in Section II may be promoted by prior arrangements with the Principal to attend summer school and successfully complete a summer school curriculum. Summer school costs TBD. The parent/guardian is responsible for cost and transportation.

## STUDENT DRESS CODE

Grooming and dress must not constitute a distraction or interfere with the educational opportunity of other students. Attire that draws excessive or unnecessary attention to the extent of disruptive, potentially disruptive, or suggestive of disruption or violence, is not allowed. Dress suggestive of potential violence, disruption, or physical harm to school employees, students, or visitors, is prohibited. School administrators have the authority to prohibit such dress.

Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, other students, or the school environment.

The dress code applies to normal school hours and extends to any school-related activity. Exceptions are approved by the principal.

The Principal, or his/her administrative designees, has the authority to determine inappropriate dress and violations of this policy. Violation of the dress code will result in disciplinary action.

**Students must comply with the following guidelines:**

#### **Coats and Outer Garments**

Coats and outer garments must be fully unzipped inside the school building and are to be taken immediately to a locker. If lockers are not issued, coats should be stored inside the student's backpack. Sweatshirts, sweaters, vests, and pullovers are allowed to be worn inside the building. However, hoods must not be

worn while inside the building.

#### **Jewelry and Body Piercing**

Piercings that do not distract or draw unnecessary attention are permitted. Wallet chains and/or oversized chains are not allowed at school or on school buses.

#### **Pants, Shorts, Dresses, and Skirts**

Appropriate dress for students must be worn that does not inappropriately reveal the body, *i.e.* clothing must not be too tight, too short, or bare at the midriff or sides. Sun dresses, off-the-shoulder tops, spaghetti straps, low-cut, sheer, or see-through clothing may not be worn.

Pants should not be excessively baggy, sagging, or otherwise obviously distracting and revealing.

#### **NO HOLES IN PANTS ABOVE THE KNEES.**

Leggings, jeggings, and yoga pants must be covered by garments that fall to mid-thigh and are an appropriate length for the wearer as described above and as determined by the Principal or designee.

#### **LENGTHS**

The length of the clothing should fall below the tips of the fingers when arms are fully extended to the side; however, due to physical differences in some students, this guide may mean some items are still too short. The Principal has the authority to make the final decision regarding the appropriateness of the garment length. Athletic shorts of an appropriate length and sweatpants are acceptable.

#### **Shirts, Blouses, and Tops**

Shirts are not to be too tight or bare at the midriff or sides. Shirts and tops should cover bra straps. Bra straps are not permitted to be exposed.

**Footwear**

Shoes or sandals must be worn at all times. Foot apparel determined to be dangerous or a safety hazard may not be worn.

**Hats, Caps, and Sunglasses**

Hats, caps, and bandanas, are not permitted in the school during regular hours or on school buses.

Non-prescription sunglasses are not to be worn in school or on school buses. Any exceptions to either of these guidelines must be approved by the administration.

**Please sign and return to your student's homeroom teacher.**

**2022-2023 MMS HANDBOOK  
NOTICE OF RECEIPT**

I do certify that I have read and do understand the regulations in the Monrovia Middle School Student/Parent Handbook.

**PARENT'S SIGNATURE**

\_\_\_\_\_

**DATE** \_\_\_\_\_

**STUDENT'S SIGNATURE**

\_\_\_\_\_

**DATE** \_\_\_\_\_