

Phalen Leadership Academies @ Bellingrath Middle School
3350 South Court Street Montgomery, AL 36105

Home of the Buccaneers!



2023 – 2024
Parent-Scholar Handbook
Dr. Mary Holloway, Principal
Mrs. Wyteria Ellis, Assistant Principal
Mr. Henry Tellis, Assistant Principal

Phalen Leadership Academies @ Bellingrath Middle School
3350 S Court St.
Montgomery, AL 36105
(334) 269-3662

Dr. Mary Holloway, Principal
Mrs. Wyteria Ellis, Assistant Principal
Mr. Henry Tellis, Assistant Principal

August 10, 2023

Dear Bellingrath Family,

Welcome to the 2023-2024 School Year Buccaneers!

This year will bring new and exciting learning experiences for your child. Bellingrath Middle School offers a comprehensive curriculum and assessment program. With your support and our team of outstanding educators, your child will increase his/her problem solving skills and abilities that will begin his/her process of lifelong learning.

We need your encouragement and support to assist your child in attending school regularly and being on time. Helping your child to be responsible in returning schoolwork will lead him/her in the right step for a successful and rewarding school year. Your encouragement and praise will give your child the confidence to make wise educational peer choices.

We are confident in the professional abilities and commitment of our teachers to create a successful learning experience for your child. We have a wonderful support staff to contribute to your child's successful school year. All of us here at Bellingrath Middle School are dedicated to your child's success in school.

If concerns should arise, please contact your child's teacher first. Your child's successful educational experience is our business. If you have any questions or concerns, please do not hesitate to contact the school office at **334-269-3623**.

Sincerely,

Mary Holloway

Dr. Mary Holloway
Principal

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Mission, Vision & Goals

Montgomery Public Schools

307 South Decatur Street Montgomery, AL 36104

Office: **334-223-6700**

Superintendent: Dr. Melvin J. Brown

Purpose and Direction

The mission of MPS is to engage, educate, and inspire our Scholars to succeed in college, career, and beyond.

Vision

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

Core Values *Commitment to Achievement, Passion for Learning, Integrity & Accountability, Respect for Self and Others, Educational Equity, & Community Partnerships*

Phalen Leadership Academies @ Bellingrath Middle School

3350 South Court Street Montgomery, AL 36105

Office: **334-269-3623**

Fax: **334-269-6173**

Principal: Dr. Mary Holloway

Assistant Principal: Mrs. Wyteria Ellis

Assistant Principal: Mr. Henry Tellis

Mission

Our mission is to ensure scholars achieve their highest potential by providing a high-quality education in a nurturing environment.

Vision

Our school will equip scholars to think independently, become life-long learners, and college/career ready.

Title I School

PLA @ Bellingrath Middle School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of Scholars who qualify for the free or reduced lunch program. The funds are used to provide additional support to all Scholars based on their needs.

Our goals...

- Provide opportunities for scholars to exhibit self-control, decision making, and problem-solving skills are necessary for scholar success.
- Create a learning environment that promotes active involvement and communication among parents, administrators
- Provide a learning environment in which scholar accountability occurs.
- Provide a learning environment that respects and accepts diversity among faculty, staff, scholars, parents, and community in order to enhance the learning environment.

- Provide a learning environment that holds high expectations for scholar achievement.
- Provide learning opportunities in which all scholars acquire the essential knowledge and skills needed to be successful at the next level of learning.

WELCOME PARENTS AND STUDENTS!

INTRODUCTION

This handbook is presented to familiarize you with Bellingrath Middle School rules and policies as well as provide you with general information. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school. Each student is expected to respect the rights and privileges of other students, school staff including administration, school resource officer, security officer, teachers, and district staff. Students shall exercise their rights responsibly and in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school.

BELLINGRATH MIDDLE SCHOOL PHILOSOPHY

Bellingrath Middle School subscribes to a philosophy that the unique needs of students in grades 6 through 8 can best be met in a middle school setting that provides a student-centered program and recognizes that the students of this age are undergoing greater physiological, psychological and social re-orientation than at any other period in their lives. The overall purpose of the middle school should be to meet the educational, developmental, and social needs that emerge in this transitional period. The middle school program should provide a supportive and flexible environment, so students will have opportunities to develop basic skills and explore a variety of learning experiences while making the transition from elementary to high school.

In keeping with this philosophy, PLA @ Bellingrath will establish and provide:

- a core curriculum of language arts, math, science and social studies
- exploratory programs and activities to help students discover and extend their interests and abilities
- an advisory and counseling program
- a supportive environment for the physical and social development of every student
- a gradual transition in programs from the self-contained classroom of grade five to the departmentalized structure of the middle school
- a positive climate that fosters self-esteem, self-discipline, and student responsibility
- knowledgeable educators who are committed to the middle school design
- an ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent
- close contact and communication between parents and school

It is believed that these goals will be reached when responsibility is assumed by the student, the parent, and the teacher. The student will attend school regularly, maintain a positive attitude, and make an effort to achieve these goals. Parents will be supportive of the school system and encourage the student in his/her learning. The teacher will strive for an optimum, professional approach to meet the individual needs of each student. When these responsibilities are met, maximum learning will be achieved.

RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

- Assume responsibility for instructional leadership;

- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school, including Power School reports and participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e., attendance, discipline, grades, etc.);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers and the school board.

RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. For your student's success you are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student;
- Encourage their student's daily attendance to school, required detention, and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (Receipt of Student-Parent Handbook form);
- Promote high expectations for your student's behavior, school achievement, and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Participate in school activities including parent-teacher conferences.

RESPONSIBILITIES OF STUDENTS

Student responsibilities to achieve a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Wear appropriate clothing;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the PLA @Bellingrath Middle School;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

FACULTY & STAFF

TEAM MEMBER	TITLE/POSITION
Mary Holloway	Principal
Reosha Bush Smith	Instructional Specialist
Cathia Moss	Special Education Regional Lead
Dakota Harrison	Student Enrollment Coordinator
Wyteria Ellis	Assistant Principal
Henry Tellis	Assistant Principal
Antiquenette Caldwell	Culture and Climate Specialist
Aisha Barlow	Instructional Coach
Sheri Lewis	Mathematics Coach
Edwetta Robinson	Counselor
Lashunda Willis	Counselor
Milan Williams	Operations Manager
Danieka Hall	Front Office Manager
Jesse Coleman	Behavior Intervention Teacher
Victor Davis	Behavior Intervention Teacher
DeAnthony Gibby	Behavior Intervention Teacher
Ronnie Henderson	Drama Teacher
Trenice Brinkley	English Language Arts Teacher
Deanka Hart	English Language Arts Teacher
Kanisha Johnson	English Language Arts Teacher
Krystal Moore	English Language Arts Teacher
Tiffany Pickett-Inge	English Language Arts Teacher
Joseph Thomas	English Language Arts Teacher
Stephanie Powell	Flex Teacher
Gladys Jackson	Librarian
Tahnesha Anyik	Math Intervention Teacher
Sarah El-Amin	Math Intervention Teacher
Abdallah Elhammar	Math Teacher
Tommy George Jr.	Math Teacher
Ashley Moorner	Math Teacher
Shamarianne Peterson	Math Teacher

Damian Ross	Math Teacher
Kengaita Rudolph	Math Teacher
Johntavius Austin	Music/Band Teacher
Jessica Wright	Music/Choir Teacher
Darian Bell	Physical Education Teacher
Rodney Bell	Physical Education Teacher
Marcus Hamilton	Physical Education Teacher
Lorien Smith	Physical Education Teacher
Dominique Gibson	Reading Advantage/Interventionist
New Hire	Reading Advantage/Interventionist
New Hire	Reading Advantage/Interventionist
Stephanie Barrow	Science Teacher
Christina Hall	Science Teacher
Chace Harris	Science Teacher
Melonie Judkins	Science Teacher
Sandra Roshell	Science Teacher
William Smith	Science Teacher
Lapawn Carter	Social Studies Teacher
Dareetha Fleeton	Social Studies Teacher
LaQuanda Jeffcoat-Sweeney	Social Studies Teacher
Samuel Morris	Social Studies Teacher
Kennisha Pinkens	Social Studies Teacher
LaQuana Spriggs	Social Studies Teacher
Deborah Caldwell	Special Education Teacher
Belinda Davis	Special Education Teacher
Sharon Hardy	Special Education Teacher
Kelley Richard	Special Education Teacher
Latasha Scott	Special Education Teacher
Danielle Ringo	Special Education Teacher Assistant
Crystal Smoke	Special Education Teacher Assistant
Lisa Holt	Teacher Assistant
Brittany Edwards	Teacher Assistant
Craig Boykins	Technology Teacher
Glen Provence	Technology Teacher

Michael Stinson	Technology Teacher
Kaylen Thomas-Sims	Technology Teacher

TELEPHONE DIRECTORY

Bellingrath Middle School Office	(334) 269-2623
Guidance Office	(334) 269-2623
MPS Transportation Department	(334) 284-3406 / (334)284-3407
MPS Office of Student Support	(334) 223-6850

IMPORTANT DATES

Events	Dates
First Day for Students	August 10, 2023
Grading Period Ending Dates	First Nine Weeks October 10, 2023 Second Nine Weeks December 19, 2023 Third Nine Weeks March 12, 2024 Fourth Nine Weeks May 24, 2024
Thanksgiving Break	November 20-24, 2023
Winter Break	December 20, 2023 - January 2, 2024
Spring Break	March 25-29, 2024
Last Day for Students	May 24, 2024



MONTGOMERY
PUBLIC SCHOOLS
2023-2024 ACADEMIC CALENDAR
BOARD APPROVED

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FIRST AND LAST DAY FOR STUDENTS	PROFESSIONAL DEVELOPMENT (STUDENTS WILL NOT REPORT)
SCHOOLS CLOSED (TEACHERS AND STUDENTS WILL NOT REPORT)	HOLIDAY
REPORT CARD DAY	ASYNCHRONOUS LEARNING DAY (STUDENTS)



MONTGOMERY
PUBLIC SCHOOLS

2023-2024 MPS ACADEMIC CALENDAR

AUGUST 2023

August 3-9 | Professional Development for MPS Teachers

August 10 | First Day for MPS Students

SEPTEMBER 2023

September 4 | Labor Day (All MPS SCHOOLS and OFFICES will be closed)

OCTOBER 2023

October 9 | Indigenous People Day (Students and Teachers will not report to school.)

October 10 | End of 1st nine weeks

October 19 | 1st Nine Week Report Card Day

October 27 | Asynchronous Learning Day (Students will not report to school.)

NOVEMBER 2023

November 10 | Veterans Day Observed (All MPS Schools and Offices will be Closed)

November 20-24 | Thanksgiving Break (Students and Teachers are out the whole week. MPS 240-day employees will work 11/20-11/22.)

DECEMBER 2023

December 19 | 2nd Nine Week Grading Period Ends

December 20-Jan 2 | WINTER BREAK- Students and teachers will not report to school. MPS 240-day employees will work 12/19-12/20.

JANUARY 2024

January 3 | Professional Development Day for Teachers

January 4 | Students will return to school

January 11 | Report Card Day

January 15 | Martin Luther King Day (All offices and schools will be closed.)

FEBRUARY 2024

February 19 | President's Day (Students and Teachers will NOT report to school)

MARCH 2024

March 12 | 3rd Nine Week Grading Period Ends

March 21 | Report Card Day

March 25-29 | SPRING BREAK (Teachers and Students will not report to school.
MPS 240-day employees will work 3/25-3/26.)

APRIL 2024

April 19 | Asynchronous Learning Day (Students will NOT report to school)

MAY 2024

May 23 | REPORT CARD DAY/LAST DAY FOR STUDENTS

May 24 | Last Day for MPS Teachers

Calendar Notes: Students are scheduled for 180 days. Teachers are scheduled for 187 days. All MPS employees should review the MPS 2023-2024 work terms for additional work schedule information.

Montgomery Public Schools

2023-2024 District Assessment Calendar

Alabama State Department of Education
January 2023

Assessment Testing Dates for 2023-2024

Tests	Testing Dates (Windows)
<i>PreACT</i> (Grade 10)	October 16-27, 2023
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Initial	October 18, 2023
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports – Initial	October 18-20, 23-27 & 30, 2023
<i>ACT WorkKeys</i> Online Testing	October 18 – November 13, 2023
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Makeup	November 1, 2023
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports (Grade 12) – Makeup	November 1-3, 6-10 & 13, 2023
<i>NAEP</i> (Selected Schools and Grades Only)	TBD
<i>ACCESS for ELLs</i> (Online)	January 16 – March 15, 2024
<i>Alternate ACCESS for ELLs</i>	January 16 – March 15, 2024
<i>ACT WorkKeys</i> Online Retest (Grade 12)	February 28 – March 11, 2024
<i>ACT WorkKeys</i> Paper Accommodations Retest (Grade 12)	February 28-29, March 1, March 4-8, & March 11, 2024
<i>ACAP Alternate</i> (Grades 2-8, 10 and 11)	March 4 - April 5, 2024
<i>ACT with Writing</i> Paper Testing – (Grade 11) Initial	March 12, 2024
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Initial	March 12-15 & March 18-22, 2024
<i>ACT with Writing</i> Online Testing – Initial	March 12-15 & March 18-22, 2024
<i>ACAP Summative</i> (Grades 2-8)***	March 18 – April 26, 2024
<i>ACT with Writing</i> Paper Testing – (Grade 11) Make-up	April 9, 2024
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Make-up	April 9-12 & April 15-19, 2024
<i>ACT with Writing</i> Online Testing – Make-up	April 9-12 & April 15-19, 2024
<i>ACAP Supplemental Reading Test</i> - Window 1	June 24-28, 2024
<i>ACAP Supplemental Reading Test</i> - Window 2	July 15-19, 2024

***Districts are required to test **all** second and third grade students on the *ACAP Summative* English Language Arts assessment during the **first four weeks of the ACAP Summative Testing Window (March 18 – April 12, 2024)**.

Dates are Subject to Change

<https://www.mps.k12.al.us/cms/lib/AL50000660/Centricity/Domain/389/Assessment%20Testing%20Dates%20for%202023-2024.pdf>

PLA @ Bellingrath Middle School
2023 – 2024
Daily Bell Schedule

Daily	Begin	End
Take-In	7:15 AM	7:40 AM
HR/1 st Period	7:40 AM	8:25 AM
2 nd Period	8:27 AM	9:12 AM
3 rd Period	9:14 AM	9:59 AM
4 th Period	10:01 AM	10:46 AM
5 th Period (Lunch)	10:48 PM	12:24 PM
6 th Period	12:26 PM	1:11 PM
7 th Period	1:13 PM	1:58 PM
8 th Period	2:00 PM	2:45 PM
Dismissal	2:45 PM	

Notes:

No students are allowed on campus before 7:15 am.

All students must be off campus by **3:00 p.m.** unless they obtain permission from a teacher or administrator.

ACTIVITIES & ATHLETICS

This section of the handbook provides the information necessary to take advantage of our varied activities. Activities include clubs, dances, student government, athletics, music, special days and weeks, assemblies, and rallies. These activities are a privilege and intended for our students and patrons only. The student body and teachers of Bellingrath Middle School take pride in our activities and athletic programs where excellence and participation are stressed. We invite students to become a part of this program.

ATHLETICS AND ACTIVITIES ISSUES

Students or parents who have issues with an athletic team, club or activity are expected to address issues and concerns at the lowest level. The resolution process is as follows:

1. Meet with the coach or advisor to discuss the issue or concern.
2. If step 1 does not resolve the issue or concern, the next step is a meeting with the building activities director. Concerns must be in writing and submitted to the building activities director no later than 48 hours prior to the meeting.
3. If step 2 does not resolve the issue or concern, the next step is a meeting with the building principal. Concerns must be in writing and submitted to the building principal no later than 48 hours prior to the meeting.
4. If step 3 does not resolve the issue or concern, the final step is a meeting with the district activities director. Concerns must be in writing and submitted to the district activities director no later than 48 hours prior to the meeting.

ELIGIBILITY

A student is entitled to athletic eligibility, provided all other academic eligibility requirements are met, for six consecutive semesters after the student first enrolls in the sixth grade. The semesters of eligibility continue to be spent even though a student might not participate every semester.

Students participating in school activities/athletics must maintain passing grades in each of their classes to be eligible to participate in games/matches/meets/activities. Grade checks will be requested weekly by the coaches/advisors. Grade checks will begin within two weeks after the activity start date. Students must be in attendance at school for the entire day in order to participate in the extracurricular activities after school or in the evening of that same day. Exceptions include court appearance, bereavement, medical or appointments, etc. Students who are suspended, including in-school suspension for a major discipline offense are not allowed to practice or participate in school activities.

The following guidelines will be followed for each student that is involved in a school activity and is failing a class:

1. From the date of notification by the classroom teacher, the student has one week to raise the failing grade to a "D" or show significant improvement on an academic plan.
2. If the grade is not raised to a "D" or the student does not show significant improvement on an academic plan, the student will not be eligible to participate in the upcoming week's games/matches/meets/activities. The student will be required to practice and attend all contests/activities as a part of the team but will not participate in the event.

REQUIREMENTS FOR PARTICIPATION

No student will be issued a uniform or be allowed to practice until they have returned the signed Requirements

for Participation Form to their coach.

STUDENT CODE OF ETHICS

The Code of Ethics applies to all students who represent PLA @Bellingrath Middle School. The code requires students to make a commitment regarding grades and citizenship, avoidance of the use of drugs, alcohol, or tobacco, and care of school uniforms and equipment. It also calls for good sportsmanship and conduct becoming a school representative while at an event. Violations of the code may result in a loss of playing privileges. The commitment applies throughout a specific sport's season.

ANNOUNCEMENTS AND OTHER COMMUNICATION

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

CAMPUS SAFETY

PLA @Bellingrath Middle School takes the safety of our students seriously. Schools annually review building crisis policies and plans in order to be prepared during a crisis. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or an intruder. An individualized Campus Crisis Plan will be used during the initial stages of any crisis until emergency service providers respond. Each school's Campus Crisis Plan will be offered to local emergency service providers as well as on file at our District Office. If you have any questions or concerns about the Emergency Response Guide or your school's Campus Crisis Plan, please contact your school office.

Inclement Weather/School Closure

During inclement weather, students are allowed to enter the building immediately upon arrival to school. Students will also be kept inside during outside activity times if the weather or facility condition necessitates. Please be sure that your student is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be sent from the PLA@ Bellingrath Middle School's mass communication tool via text or emailed messages and will be announced by the local radio and TV stations as well as the district website.

Reporting Threats

PLA @ Bellingrath Middle School takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor, other members of the school staff, or proper law enforcement agency for investigation and follow-up. Students who create or communicate in any manner unconfirmed, rumored, or false information concerning a threat being made against either an individual or the school population may receive appropriate discipline up to and including a recommendation for expulsion. If after school hours or on a weekend, please contact local law enforcement.

Restricted Areas

PLA @Bellingrath Middle School has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas

may be subject to disciplinary action.

Safety Drills

Fire drills are held monthly. Lockdown drills are held biannually. Additional safety drills are held throughout the year.

Surveillance Cameras

PLA @ Bellingrath Middle School has surveillance cameras on campus and on many school buses. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses. Surveillance video is the sole property of the district.

ATTENDANCE / TRUANCY POLICY

A. Compulsory School Attendance Laws

State law requires that all children between the ages of six (6) and seventeen (17) attend school. Children may attend public schools, private schools, or church schools. Children may also be instructed by a competent, private tutor or an authorized home school. State law requires that children attending public schools conduct themselves in accordance with the policies listed in the Student Conduct Manual.

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, may be fined not more than \$6,000.00 (*Code of Alabama 13.A-5-12*) and may be sentenced to a term of imprisonment in the county or jail or to hard labor for the county for not more than one year. (*Code of Alabama 13.A-5-7*) 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. *Code of Alabama § 16-28-12.*

B. Truancy Definition (Alabama Administrative Code, 290-3-1-02(7) (C))

A parent, guardian, or legal custodian 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 school days following his/her return to school. The parent's note will enable the child to make up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. Failure to furnish an ex- planation shall be evidence of the child being truant each day he/she is absent. Seven unexcused absences within a school year constitute a student being truant. Affidavits may be filed with the Juvenile Court with 10 unexcused absences during the academic school year.

C. Truancy Intervention Program (TIP)

The Early Warning/Truancy Intervention Program is a joint effort by PLA @ Bellingrath Middle School; Montgomery Public Schools, the Montgomery County District Attorney and the Juvenile Court to address truancy and enforce the Alabama Compulsory School Attendance Law. It is designed to improve school

attendance, reduce the dropout rate, increase the graduation rate, and provide parents with information that their child is habitually absent from school after the school system has made reasonable efforts to address the student's non-attendance.

Truancy Intervention Procedures

1. Following the first unexcused absence, a call will be made to the number that is provided by the parent during enrollment and a notice of absence letter will be sent to the parent/guardian at the address provided during enrollment.
2. Following the second unexcused absence, PLA will send an Attendance Alert Letter to the parent/guardian PLA @ Bellingrath Middle School will monitor the student's absences.
3. Following the fifth unexcused absence, the student is referred to an Attendance Intervention Program (AIP) and/or Early Warning (EW) meeting. At the AIP and/or EW meetings, the parent/guardian will meet with the DRO and efforts will be made to link them to services within MPS and the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.
4. AIP meetings are held at PLA @Bellingrath Middle School. The students are not required to attend the AIP meeting because this meeting is held during school hours.

D. Excused Absences

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

1. Personal Illness
2. Serious illness in the immediate family verified by the principal or District Resource Officer
3. Death in the immediate family (not to exceed three (3) school days) includes (mother/father/step-parent/sibling/grandparent)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions

For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) school days of the student's return to school to be counted as an excused absence.

- If a student is absent three (3) consecutive school days, a doctor's excuse may be required.
- Parental excuses are limited to eight (8) days per school year. Once exhausted, any additional parent notes will be unexcused.

All Prior Approval Absence Forms must be hand-delivered to the Office of Student Social Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.

E. Unexcused Absences

Any absence not listed above in the Excused Absence section or otherwise excused by the principal, or the

principal's designee will be considered unexcused. Examples of unexcused absences include, but are not limited to:

1. Missing the school bus or transportation to school
2. Birthdays or other celebrations
3. Any absence for which a written excuse was not provided within three (3) school days from return of absence

F. Make-up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three (3) school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work.

Closed Campus

PLA @ Bellingrath Middle School is a closed campus school. Once students are on campus, they are required to have permission from parents or guardian to leave the campus. Leaving campus without permission constitutes truancy.

G. Check-Outs

Students who leave school for any reason must check-out through the school office following their school's check-out procedure. Only persons whose names appear on the school registration card may check-out students. Written permission should be given by the parent/guardian or "emergency person" shown on the school registration card before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative. Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-ins, check-outs, and tardies for more than 50% of the class period will be considered an absence from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined in the **Student Conduct Manual**.

H. Check-Ins

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Only an individual whose name appears on the registration card can check-in the students unless the school verifies permission with the parent/guardian. Check-ins are excused for the same reasons as absences. Check-ins for any other reason are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.

I. Attendance Appeal

When a student's unexcused absence is based on extenuating circumstances, the parent/guardian shall have the right to submit an appeal letter to PLA @ Bellingrath Middle School requesting an attendance appeal. This must be done within three (3) school days of the student's return from the absence.

J. Withdrawal for Non-Attendance

No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the superintendent. Students who are absent

15 consecutive days will be withdrawn after a home visit and certified letter is mailed to the parent with no response. Schools will use addresses on file in PowerSchool.

COMPLAINT PROCEDURES

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Directors level is outlined in district Policy 204.30 and can be obtained at the building or district office. A request to appear before the Board of Trustees may be made in accordance with this policy.

DELIVERIES

Flowers/plants, balloons, food, or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.

DISTRICT RESOURCE OFFICER PROGRAM

This program is administered on a cooperative basis between MPS and the police/sheriff's office, with an emphasis placed on helping students with problems at home or at school. In some cases, diversion programs are offered for first-time offenders as an alternate to court. This may involve an informal probation for the child in lieu of criminal prosecution. Because of prolonged and frequent contacts, the DRO can effectively counsel and, in some cases, release many first offenders. Serious or repeat offenders, however, are often referred to juvenile court where they are assigned professional court counselors.

DRESS CODE (UNIFORM) PROCEDURES

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

All PLA @ Bellingrath Middle School students are required to wear uniforms. Colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only (no over- sized belt buckles).

Shorts, skirts and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. Skirts that zip down or button down the front will not be permitted.

Students must wear shoes that cover their feet. Athletic shoes in the colors of white, black, or a combination of white and black are preferred. Each school may permit other colors of shoes as deemed appropriate. No bedroom slippers, flip flops, crocs, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.

Hats, caps, sweatbands, bandanna, visors, sunglasses and hoodies must be removed and placed in the locker or designated area and remain there during the school day (except for health and/or religious reasons, which must be approved in advance by the administration).

Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. Facial and or tongue jewelry is not allowed for males or females. For safety reasons, visual piercing jewelry is

limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.

Students must wear clothing that fits properly and is clean. Pants must be worn at the waist and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be uniform length and may not drag on the floor. No pajamas or sleepwear are allowed. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/braces shall be fastened, and belts buckled.

Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing, which is too tight, too short and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.

All students are expected to be well groomed and always exhibit proper hygiene in efforts to promote and maintain a clean and sanitary learning environment.

Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.

Students shall not be permitted to wear clothing, accessories or regalia that conveys membership or affiliation with a “gang” or other similarly oriented group or association prone to violence or criminal acts.

The uniform guidelines of the school coincide with MPS dress code, but can be more detailed and specific for individual sites.

<u>Bottom:</u> Khaki	Scholars are to wear clothing that fit properly. <u>Boys</u> Pants must be worn at the waist (no sagging). Only one belt may be worn with attire. Shirts must be tucked in at all times. <u>Girls</u> Shorts, skorts, skirts should not be less than 2 inches above the knee.
<u>Top:</u> 6th Grade - Black collar shirt 7th Grade - Hunter Green collar shirt 8th Grade - White collar shirt	Plain pullover collar polo style shirt (<i>without</i> logos, emblems or markings preferred)
<u>Shoes:</u> Athletic shoes	Scholars must wear shoes that cover their feet. Athletic shoes are preferred. No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, crocs, etc.
<u>Coats/Jackets:</u>	All coats/jackets must be solid black. Coats/Jackets must zip or button down completely.

Consequences for Dress Code Violations

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

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

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

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

On special occasions, the principal may designate days when dress for Scholars may be adjusted. The principal shall be the final arbitrator of appropriate school dress.

EDUCATION RECORDS

Upon request, education records are available for examination by parents/guardians and students over 18 years of age (see Appendix C). The use of a student's legal name is required for all education records contained in the permanent file and in PowerSchool.

ELECTRONIC DEVICES

POSSESSION OF ANY TELECOMMUNICATION DEVICES

Students are not permitted to use a cell phone or any electronic device in school. This includes but is not limited to, an iPhone, Blackberry, Smartphone, earbuds, other adapted PDAs or electronic devices. Principals have the authority to allow the use of cell phones and electronic devices for instructional purposes during class, however, that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school. Unless otherwise stated, cell phones and other electronic devices are to be **out of view and not in use** while students are in the school building, in classes that may be held outside of the building and on school sponsored field trips. **If a cell phone rings or beeps in class/school, it is considered being in use.** Therefore, it is advised that student phones remain off while in the school building. Students assigned to behavior alternative sites are to adhere to the MPS Cell Phone Usage Policy. Procedures for confiscating, securing and returning devices will be developed on a school by school basis. School officials accept no responsibility for safeguarding confiscated items or for loss or damage to confiscated property.

NOTE: The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form.

Consequences:

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

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

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

If a violation of this rule also violates other Class B and/or C offenses, additional consequences will be imposed.

Confiscated cell phones will be turned in to the office by a school employee. **Cell phones must not be sent to the office by a student.**

In an effort to maximize the highest level of learning and provide all of our scholars the opportunity to achieve academic success in a safe environment, we have changed cell phone usage at Bellingrath Middle School.

Cell phones will be taken up at the checkpoints every morning and returned to scholars during 8th period. Cell phones will be collected by designated school personnel each morning. The designee will have a 7th period roster to keep track of the cell phone he/she receives. Each day the designee will initial the roster showing whose cell phones were collected. Each cell phone will be labeled with the student's and 7th period teacher's name. The phones will be placed in a storage bin labeled with their 7th period teacher's name. When the checkpoint closes, the storage bins will be delivered to the administrators for locked storage for the day (6th grade – Assistant Principal, 7th grade – Dean of Culture & Climate, 8th grade – Assistant Principal). Students who check in late will turn in their phones to the front office. These phones will also be labeled. The label will include the student's name, grade and 7th period teacher's name. Each morning at 9:15 A.M., the aforementioned administrators will pick up any phones turned in by students who were checked in due to late arrival. These phones will then be locked in the designated areas with the phones collected from checkpoint. Administrators will distribute storage bins containing cell phones to all 7th period teachers between 2:30-2:45 P.M. Any students who checked in after 9:15 A.M. will have to retrieve their phones from the front office after school. After school, all teachers will return storage bins to the designated area to be used the next school day. If a student checks out early they will retrieve their phone from their administrator or the front office.

ENROLLMENT REQUIREMENTS

A record of immunizations, a copy of the certified birth certificate and proof of residence are required of all new students at registration.

GRADING SCALE

PLA @Bellingrath Middle School adhere to the following grading scale:

90-100	A	80-89.....	B	70-79.....	C	60-69	D	00-59	F
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One (1) credit is earned for an A, B, C, or D in designated 7th and 8th grade classes. No credit is given for F, NC, or INC.

CONVERTING PROFICIENCY SCALE SCORES TO LETTER GRADES—SECONDARY SCHOOLS

Conversion Scale When Using +/- Letter Grades
3.75 - 4.00 = A+ 2.84 – 2.99 = B+ 2.34 – 2.49 = C+
3.00 – 3.25 = A- 2.50 – 2.66 = B- 2.00 – 2.16 = C-

Simplified Conversion Scale When Using Whole Letter Grades
3.00 – 4.00 = A 2.50 – 2.99 = B 2.00 – 2.49 = C 1.00 – 1.99 = D Below 1.0 = F

HOMEWORK GUIDELINES

Guidelines

- Homework should have a clear purpose, be aligned with the student’s level, and correlate with the Alabama State Standards.
- Homework should either utilize information and concepts that are highly familiar to students or be used to explain understandings and possibly enable students to “go deeper” in their learning.
- Homework resources should be clear and locatable for student access. The location of the resources should be explicitly taught and known by students. Student internet access or access to appropriate devices (computers, laptops, etc.) at home should be considered.
- Homework revised and completed to mastery at a student’s particular learning level is most impactful.
- Homework assigned, scored, and feedback given from teacher to student (what should be improved) and student to teacher (what is not understood) has a large effect size ($d = 0.83$). Homework collected, and feedback given from teacher to student has an effect size of ($d = 0.78$). Homework that is graded for completion has little effect ($d = 0.28$) on student learning.
- Homework or practice work is valid when completed at home or at school.
- Clearly defined guidelines should be consistent to ensure understanding by students and parents. District guidelines should become more specific at the building level, and again at the classroom level.
- Homework or practice assignments should take into consideration the recommended total daily homework amounts. The values indicate the range of minutes from multiple studies and are total maximum homework/practice amounts per day summed across all subject areas.

Grades K-3 = 10 to 30 minutes maximum
Grades 6-8 = 50 to 120 minutes maximum

Grades 4-5 = 30 to 90 minutes maximum
Grades 9-12 = 60 to 120 minutes maximum

Definitions

Homework – Student work that is assigned during class time and completed outside of class or specifically designated to be completed outside of class. Teacher discretion is used to determine if the student work is graded. If the work is not graded, it is considered practice.

Practice – Student work that is assigned during class or outside of class for the specific purpose of solidifying or extending the concepts that are being explicitly taught in class. Practice is always “risk free” and should never be graded.

Classwork – Student work specifically designed to be done in class. Grading is at the teacher’s discretion.

Scoring – Evaluating student work solely for feedback but not included in the student’s grade.

HEALTH SERVICES

PLA@ Bellingrath Middle School Health Services is made up of a Registered Nurse that is on staff in the school health office at any time during the school day. The registered nurse supports student learning by

identifying health and safety concerns within the school environment, promoting injury prevention, recognizing, preventing and controlling communicable diseases all in addition to providing everyday nursing care. They provide health education, preventative health services and screenings, and referral services for students, parents, and staff. They support students with special medical needs by providing continuity of care in the school and across various settings. This is accomplished through the coordination, planning, and delivery of health services.

ILLNESS OR INJURY

Parents/guardians are requested to notify the school nurse of any student illness or medical concerns that could affect their student's well-being or academic success. If you suspect your student's medical condition could substantially limit their learning or other major life activity, you may request the school to consider if additional services or accommodations are needed. Please notify the school nurse or front office if your child has been diagnosed with a contagious illness. If your child is ill, please do not send them to school. Children should be fever free (without a fever reducing medication), and without multiple episodes of vomiting or diarrhea within 24 hours before returning to school. There may be exceptions to these guidelines based on any public health and community health issues. You will be notified of these changes. Parents/guardians are requested to keep current daytime phone and emergency contact information with the school office. Parents/guardians are requested to complete/update medical information: at time of enrollment, when your student moves from elementary to Middle School and Middle School to High School, and any time there is a change in medical status.

If a student becomes ill or injured at school, they should go to the nurse. A pass from the teacher is required, except in an emergency. Non-urgent matters should be addressed outside of class time. If a student goes to the health office for a non-emergency and the nurse is not available, then the student will be sent back to class and asked to visit the nurse later. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

If your child sustains a minor injury, the school nurse, health tech, or designee will administer basic first aid. If the injury is serious, every effort will be made to notify the parent/guardian immediately.

Children will not be kept in from recess for minor illnesses. If it is necessary for your child to remain indoors while at school for medical reasons, please contact the health services office as to the process.

MEDICATION AT SCHOOL

Students who need to take prescription or other medication during the school day must bring it to the nurse's office in a properly labeled prescription bottle or original container. A medication consent form must be completed yearly by the parent and on file with the nurse for any medication to be given. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional.

If a student requires emergency medication for potential life-threatening conditions parents must provide the medication to schools. Emergency medications are kept in the nurse's office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures.

EMERGENCY CARE

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, a parent/guardian will be contacted concerning the decision to call 911. The student's family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene.

INSTRUCTIONAL TECHNOLOGY/TEXTBOOKS

These are resources that are available for Scholars' use. Our teachers use a variety of resources to prepare your child for mastery of College and Career Ready Standards. Therefore, some classes may not use the adopted textbooks as part of your child's learning experience. However, state owned textbooks are furnished by Montgomery Public Schools. "...The parent, guardian, or other person having custody of a child to whom...textbooks and instructional technology are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks" (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly and covered with book covers furnished by the school. Scholars will be charged for books that are lost or damaged. It is very important for Scholars to write their names on the book cover in the proper place so that books can be returned if found. Books & Instructional Technology will not be issued unless Scholar returns the Textbook Forms & Technology Acceptable Use Form. Textbooks & Instructional Technology will be checked at the end of each nine (9) weeks. Scholars with missing books will be charged a lost textbook fee. A fee sheet will be sent home with report cards.

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will at a minimum take the following steps:

1. Obtain a written or verbal (when age or developmentally appropriate) statement from the complainant regarding the allegations;
2. Obtain a written or verbal (when age or developmentally appropriate) statement from the accused;
3. Obtain a written or verbal (when age or developmentally appropriate) statement from witnesses, if any.

LITTERING

Students are expected to act responsibly. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined or fined.

LOST AND FOUND

Students are responsible for all personal items brought to school. PLA @ Bellingrath Middle School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. For lost items, check at the main office. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. Items left in the lost and found may be donated to charitable organizations (donation schedule will be determined by the school).

LUNCH/BREAKFAST PROGRAM

A well-balanced breakfast and lunch is prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed, and portions are set according to grade level. Menus are reviewed by a Registered

Dietician and are healthy and nutritious following the USDA guidelines. All students enrolled in Montgomery Public Schools in the upcoming school year will receive breakfast and lunch at no cost. The system is participating in a state and federal program called the Community Eligibility Provision of the Healthy, Hunger-Free Kids Act. The program allows school districts in Alabama with a 40 percent or higher poverty ratio to participate in the program. There are no forms for parents to fill out. Students will continue to use their student numbers at checkout for each meal, but no funds will be needed in the student's account.

Students can bring lunch, but must be in a container. Sharing of food items and drinks is not permitted. Outside fast food and or deliveries are not permitted for students.

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

MEDIA RELEASE

The school or school district periodically uses images and names of students in various media (printed, photographic, social media, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing using the District Publication and News Media Opt-Out form.

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

PARENT-TEACHER CONFERENCES

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the teacher.

PROGRESS REPORTS

Parents/guardians may access student grades through PowerSchool - please contact the school registrar for login/password information. If Internet access is unavailable, parents/guardians may request and pick up a progress report from the school.

REPORT CARDS

Parents/guardians may access final semester grades through PowerSchool - please contact the school registrar for login/password information. If Internet access is unavailable, parents/guardians may request and pick up a report card from the school. The final semester grade report shows academic grades, teacher comments, absences, and tardies.

Honor Roll

The Honor Roll is a means of giving special recognition to distinguished middle school students. In keeping with our philosophy, the requirements will reflect not only the student's achievement, but effort and citizenship as well.

Promotion/Retention

A copy of the Curriculum Guide can be obtained from Instructional Support Services.

SCHOOL VISITORS (BOARD OF EDUCATION PROCEDURE)

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

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

SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child or other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of the school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision on whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
6. Disruptive Visitors - Montgomery Public Schools expects mutual respect, civility, and orderly conduct from all individuals on school property or at school-sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as the termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at

a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

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

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

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

Sex Offender Status-Under the *Code of Alabama 15-20A-17 (2019)*

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

TESTING

It is very important for your child to be in attendance for testing. Accurate assessment of student achievement is essential in ensuring academic growth for all students. PLA @ Bellingrath Middle School utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Alabama Core Standards and district curricula. Students are required to participate in State and local assessments.

TRESPASSING/LOITERING

Unauthorized persons on school property are trespassers and will be subject to legal prosecution. Loitering in schools or on school grounds is prohibited. The Alabama state law provides for removal from each school or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who

disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning or discipline of the pupils or who loiters in schoolhouses or on school grounds, is guilty of a misdemeanor.” This policy includes students who have been suspended or expelled from school. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities. Students not involved in school activities are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes.

STUDENT DISCIPLINE

PLA @ Bellingrath Middle School; has placed an emphasis on school-wide systems of learning support that include proactive strategies for supporting appropriate student behaviors. Two fundamental frameworks used by MPS are Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RTI). Positive Behavioral Interventions and Supports (PBIS) is a research-based, multi-tiered approach to improving student behavior and creating a positive climate and culture that enhances student learning. PBIS provides behavioral strategies to address psychological, social and emotional needs. RTI is a multi-tiered approach to the early identification and support of students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming.

The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective. In some instances, restitution may be required. Elementary school students are less mature than secondary school students. Generally, when an elementary student behaves inappropriately, the behavior should be handled differently. Every emphasis should be placed on using corrective strategies to teach appropriate behavior in positive ways.

PRINCIPAL’S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student’s parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. **The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.**

CLASSIFICATION OF RULES

The Student Conduct Manual rules are divided into five classes: Class A, Class B, Class C, Class D and Class E. Consistent enforcement of consequences is essential.

Students are expected to treat other students and staff members with courtesy, respect and dignity, and to comply with the Student Conduct Manual at all times. This section describes a wide range of behaviors prohibited by students in Montgomery Public Schools. Behaviors are divided into five categories based on their severity. Class A and B offenses are subject to the discretionary authority of the principal. Class C, D and E

offenses are more serious and are considered criminal in nature. As students progress through their school career, it is reasonable to assume that an increase in age and maturity implies a greater level of responsibility for their actions. Differences in age and maturity are recognized in determining the level of disciplinary action to be taken.

CLASS A – VIOLATIONS OF CLASSROOM RULES

Class A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers must attempt to resolve Class A behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action. **Class A consequences may not be appealed beyond the principal.**

Accumulation of Class A Offenses may be upgraded to a Class B or Class C Offense

Class A acts include behaviors that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers are expected to manage general classroom disruptions and distractions and keep a discipline log on each student enrolled in the classroom. The classroom teacher may deal with classroom disruptions by implementing classroom disciplinary actions such as: calling the parent/guardian when feasible, and/or by scheduling a conference with the parent/guardian and other school staff, if necessary.

When the action taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal or his/her designee. A parent/guardian should be notified by the teacher when a student consistently exhibits poor work habits and inappropriate conduct.

After a teacher has exhausted all means of correcting a student's behavior, then an office referral for a Class A offense may be written. A copy of the discipline log should be attached to the office referral for review by the administration. Parent/legal guardian shadowing and/or attending the Behavior Intervention Center may also be required.

CLASS B – VIOLATIONS OF SCHOOL RULES AND/OR BOARD POLICY

Class B offenses include student behavior that seriously disrupts classroom instruction or other areas of school jurisdiction and/or that violate Board of Education policy. The seriousness of the offense, attitude and age of student, as well as the pattern of misconduct and the degree of cooperation should be considered in determining what action should be taken. The process is intended to be instructional and corrective, not punitive. Corrective action shall be adapted to the needs and the background of a student as much as possible and shall be reasonable and fair with regard to the seriousness of the offense. Punishment shall not be used as a substitute for a reasonable effort to achieve desirable internal controls by good teaching and effective counseling.

Code 08: Criminal Mischief/Pranks/Vandalism

Students will not commit or participate in any act or prank that causes or has the potential to cause harm to another person or property; or intentionally damage, vandalize, or attempt to damage any school or private property. Examples include: graffiti, carving initials in school furniture, destroying computer records and counterfeit money.

Consequences:

Parent/Legal Guardian Shadowing

In-School Suspension or Out of School Suspension not to exceed three (3) school days; or Proposal for

Due Process. Restitution may be required and law enforcement may be called

Code 09: Defiance Disrespect and Opposition to Authority to include Defiance towards a School Administrator and Academic Dishonesty

Willful disobedience and/or refusal of a direct order of instruction from a school board employee or others having legal authority. A contemptuous opposition or disregard of an order from a school board employee or others having legal authority (i.e. policeman or fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.

To School Administrator - Willful disobedience and/or refusal of a direct order of instruction from a school administrator (principal or assistant principal) on campus or at any school sponsored event.

Academic Dishonesty - Cheating, including both giving and receiving information on an academic assignment, plagiarism, use of another's words, ideas or data without acknowledgment or fabrication/falsification, distorting or inventing its origin or content of information used as authority. This includes copying from any website.

Schools may use programs such as Turn It In to identify possible academic dishonesty.

Consequences:

Parent/Legal Guardian Shadowing

Implementation of Corrective Strategies and referral for district supports, or

In-School Suspension or Out of School Suspension not to exceed three (3) school days

For academic dishonesty, the student will receive loss or partial credit as determined by the principal and /or the classroom teacher, which may be retroactive for the current school year

Proposal for Expulsion (witness statements to incident must be included in due process packet)

Code 10: Disobedience: Persistent/Willful

Reoccurring, intentional violation of the Student Conduct Manual as determined by the school administrator which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others will not be permitted.

Consequences:

Implementation of Corrective Strategies and referral for district supports, or Parent/Legal Guardian shadowing

In-School Suspension or Out of School Suspension not to exceed three (3) school days

Code 16: Unauthorized Communication Device (For Use Other than for Instructional Purposes)

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices.

- Principals have the authority to allow the use of cell phones, earbuds/earphones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to

openly display cell phones or other electronic devices in class/school.

- Unless otherwise stated, cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.
- No earbuds/headphones or other listening devices for safety purposes.

Consequences

Conference with student

Conference with parent

Device may be confiscated on any offense

Parent/Legal Guardian shadowing

If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed

Code 19: Gambling

Students will not engage in games of chance for stakes or bet on the outcome of a game, contest, or other event.

Consequences

Parent/Legal Guardian Shadowing

In-School Suspension or Out of School Suspension not to exceed three (3) school days

Code 20: Harassment

Bullying- A continuous pattern of intentional behavior, by the same person and/or persons (this is not a one-time event- see Code 31) including, but not limited to, hazing, harassment, intimidation, threats of violence, or menacing or violent acts that are intended to cause distress upon one or more students. This behavior can occur on or off of school property (during school functions), on a school bus, at designated school bus stops, or at school sponsored functions including, but not limited to, cyberbullying, verbal, written, electronic, or physical actions 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, if the characteristic falls into one of the following categories:

Gender • Sexual Orientation • Age • Religion • Nationality • Ethnicity • Race • Color Socioeconomic Background • Mental, Physical, or Sensory Disability

Jamari Terrell Williams Student Bullying Prevention Act No. 2018-472

Harassment - Knowingly pursuing a pattern of conduct, whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm, or terrorize another person. Additionally, the behavior poses a threat to the health, safety, and/or welfare of students, staff, or others on school grounds, in school vehicles, at designated school bus stops, at school activities or sanctioned events, whether on or off school property.

Harassment includes, but is not limited to:

- verbal acts, teasing, name-calling, belittling, or use of sarcasm, jokes, obscene, abusive, vulgar, or irreverent language;
- nonverbal behavior such as graphic or written statements;
- conduct that is physically threatening, harmful or humiliating including, but not limited to the following:

striking, shoving, kicking, touching a person or subjecting him/her to physical contact or gestures toward another student or school employee; or

- extortion of anything of value (such as personal property, money or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation.

Students with complaints of bullying and/or harassment should complete the Bullying/Harassment Complaint Form that can be downloaded from the MPS website www.mps.k12.al.us.

Consequences

See Anti Bullying/ Harassment Policy

Positive Behavior Interventions and Supports

Corrective Strategies

In-School Suspension or Out of School Suspension not to exceed three (3) school days Proposal for Expulsion

Law enforcement may be called

Code 26: Profanity/Vulgarity

Students will not use obscene, abusive, or vulgar language to include excessive use of profanity, which substantially disrupts the orderly conduct of a school function, learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Consequences

Implementation of Corrective Strategies and referral for district supports, or Parent/Legal Guardian Shadowing

In-School Suspension or Out of School Suspension not to exceed three (3) school days

Code 30: Sexual Offense to Include Obscenity and Sexual Misconduct

Students will not engage in any sexual acts including, but not limited to, sexual touching of themselves or others, and/or indecent exposure. Sexual offense involves inappropriate touching and/or exposure as deemed age appropriate.

Obscenity- Students will not create, possess, or distribute obscene materials or demonstrate acts which are deemed indecent or lewd by community standards, including written, verbal, electronic communication and written publications. This also includes sexting, which is defined as the act of producing, sending, receiving (keeping), or forwarding sexually explicit messages, photographs, video links, or images primarily between mobile phones. It may also include the use of a computer or any digital or electronic device. Sexting is a punishable offense in the United States. A student, who electronically distributes sexually explicit photographs or videos of themselves, or of their friends or partners, can be charged with distribution of child pornography and those who receive (keep) the images can be charged with possession of child pornography.

Sexual Misconduct- Students will not engage in sexual misconduct any time a student is on school property, riding in a school owned or operated vehicle, at school sponsored events on or off campus, and at any time the student is under the jurisdiction of the school. This category is to include any form of sexual activity as well as videoing, recording, taking or sharing photos of any sexual activity.

Consequences

Parent/Legal Guardian shadowing

In-School Suspension or Out of School Suspension not to exceed three (3) school days, or Proposal for

Expulsion
Student Support must be called
Law enforcement may be called

Code 59 Technology, Inappropriate Use

Students will not engage in any Technology or internet usage that violates the Internet Acceptable Use Policy which is located on the district website. This includes, but is not limited to:

- Sending or displaying obscene or offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors (Under 17)
- Using obscene/profane language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work or files
- Using Technology resources without authorization

Consequences

Parent/Legal Guardian shadowing
In-School Suspension or Out of School Suspension not to exceed three (3) school days, or Proposal for Expulsion
Law enforcement may be called

Code 31: Threats/Intimidation to include threats or intimidation towards a school employee or gang affiliation

This occurs when a student unlawfully places another person in fear of bodily harm through physical acts, gestures, or verbal, written or electronic threats without displaying a weapon, or subjecting the person to actual physical attack through physical acts, gestures or verbal, written or electronic expression

Consequences

Parent/Legal Guardian Shadowing
Out-of-School Suspension not to exceed three (3) school days, or Proposal for Expulsion
Law enforcement may be called

Code 32: Possession or

Code 33: Sale or

Code 34: Use of Tobacco Products, Matches or Lighters

Students will not possess, use, distribute, or sell/transfer tobacco products on school grounds, at school-sponsored events, or on bus transportation to and from school. Students will not possess, use, or distribute matches, lighters or any other smoking equipment, which also includes hookah, electronic cigarettes, cigars, pipe tobacco, other novel tobacco products, and future tobacco products.

Consequences

Parent/Legal Guardian Shadowing, Corrective Strategies, confiscate all materials In-School Suspension or Out of School Suspension not to exceed three (3) school days, or Proposal for Expulsion.

Code 35: Trespassing

Students will not enter or remain in any school structure, conveyance, or on any school board facility without authorization by school personnel. A student will not be on the campus of another school other than his/her assigned school without the knowledge and consent of the officials of that school. A student who refuses to leave MPS property after being requested to do so is subject to arrest. Students under suspension or expulsion are not allowed on any Montgomery Public School campus, nor shall they attend any school function.

Consequences

Parent/Legal Guardian Shadowing
In-School Suspension or Out of School Suspension not to exceed three (3) school days Proposal for Expulsion
Trespassing charges may be filed
Law Enforcement may be notified

Code 36: Truancy/Unauthorized Absence, Tardies

Students are required to attend classes after entering the school building. Students should not be late to school or class, and/or skip a class, nor be absent from school without the knowledge of the parent/guardian and principal. Types of absences are explained in the attendance section. May be upgraded to a Code 9 if behavior is persistent.

Consequences

Parent/Legal Guardian Shadowing
Zero on missed assignments with unexcused tardies and unexcused absences Required parental contact via phone or mail

CLASS C – MAJOR OFFENSES

Class C violations include illegal behaviors that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. **The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.** If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. Referral to the Problem Solving Team (PST) is encouraged in addition to behavioral consequences.

Code 04: Arson (Setting a fire on/in school property)

A student must not intentionally damage a building or structure, or put a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. Firecrackers, fireworks and trash can fires, which are a contributing factor to a damaging fire, are also considered arson. In the absence of a damaging fire, firecrackers and fireworks are included in the **Weapon-Other** category (Code 49). This category does not include the simple

act of lighting a match or lighter. (See B34)

Consequences

Out-of-School Suspension not to exceed three (3) days, or

Proposal for Expulsion

Restitution is required, if needed, and law enforcement will be called

Code 06: Bomb Threat

Students shall not, by any means of communication, unlawfully place any person in fear of bodily harm by real or false threat to use a bomb or other explosives, regardless as to whether or not a bomb or explosive actually exists.

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion

Law enforcement will be called

Code 07: Burglary/Breaking & Entry or

Code 24: Larceny/Grand Theft/Possession Theft/Larceny

Code 25: Unauthorized Use of Vehicle (Theft) - Theft/Motor Vehicle

Students will not unlawfully enter a building with the intent to commit a crime. Students will not steal, attempt to steal, or knowingly be in possession of stolen school or private property. This includes theft of a car, truck, motor-cycle, or anything that is self-propelled.

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion

Restitution is required. Law enforcement will be called

Code 11: Disorderly Conduct/Disruption of School

Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes any unauthorized student on another campus or any school board facility.

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion

Law enforcement will be called

Code 12: Disruptive Demonstration involving Five or More Students or

Code 22: Incite Others to Create a Disruption of School Inciting a Disturbance

Demonstrations consisting of a group of students who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in

executing or enforcing the law. Students will not congregate to lead or participate in any activity or demonstration that substantially disrupts the orderly conduct of a school function, educational process, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Inciting others is defined as leading, encouraging or assisting in a major disturbance.

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion
Law enforcement may be called

Code 17: Fighting Among Students

Fighting is a situation in which two or more students mutually engage in physical violence that creates a substantial risk of serious physical injury to another person, but it does not include a situation in which one student is attacked. If it can be clearly determined that a student engaged in self-defense, that participant will not be suspended. **(This does not include who hit first and hitting back.)** Fighting does not include verbal confrontations, horseplay, or other minor confrontations. Administrators need to consider age and developmentally appropriate behavior before using this category. A student who is attacked or who receives a threat of attack should seek assistance from any readily available staff.

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion
Law enforcement may be called

Code 18: False Fire Alarm

Students shall not, by any means of communication, knowingly cause a false fire report to be transmitted to an official or volunteer fire department, or to any other governmental agency. This action substantially disrupts the orderly conduct of a school function, disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. This includes discharging or tampering with fire equipment.

Consequences

Out-of-School Suspension not to exceed three (3) days, or
Proposal for Expulsion
Law enforcement will be called and the fire marshal will be notified

Code 29: Sexual Harassment

Students will not engage in conduct constituting sexual harassment. Sexual harassment is unwanted, repeated, verbal, written, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance. Administrators need to consider the age and developmentally appropriate behavior before using this category. Conduct that may be considered sexual harassment includes, but is not limited to, the following:

Unwelcome sexual invitations/requests for sexual activity in exchange for preferences, favors, etc.

- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance or activities, sexual jokes, sexual gestures, public conversations about sexual activities, sexual rumors, "cat calls," and whistles;

- Unwelcome and offensive name-calling, profanity, or actions that are sexually suggestive, sexually degrading, or sexually intimidating, such as unwelcome touching or blocking an individual, standing too close, or stalking;
- Unwelcome and sexually offensive physical pranks or touching an individual's clothing;
- Leers, stares, gestures, or slang that is sexually suggestive or sexually degrading, or imply sexual motives or intentions; or
- Clothing with sexually obscene or sexually explicit slogans or messages, when used to harass

Consequences

See Student Anti-Bullying and Harassment Policy

Out-of-School Suspension not to exceed three (3) days, or

Proposal for Expulsion

Notifying the Office of Student Support Services is required in all cases. Law enforcement may be called

Code 49: Realistic Replica Weapon

Possession Other/ Unknown Weapon- *See Possession of Realistic Weapon*

Consequences

Out-of-School Suspension not to exceed three (3) days, or Proposal for Expulsion

Law enforcement will be called

CLASS D – MAJOR OFFENSES

Class D violations include illegal behaviors related to drugs, alcohol, assault, possession of weapons, and sexual battery that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity, and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

Code 01: Purchase, Possession, or

Code 02: Sale, Delivery, Distribution or

Code 03: Use of Alcoholic Beverages

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute alcoholic beverages on any school campus, bus or at any school function.

Consequences

Proposal for Expulsion

Law enforcement will be called

Code 05: Assault (Serious Attack)

Assault refers to intentionally causing bodily harm to an individual. This includes an attack that causes serious bodily harm to the victim. This category should be used only when the attack is very serious. Administrators need to consider age and developmentally appropriate behavior before using this category. Examples include an individual who harms another person:

- With intent to disfigure another person seriously and permanently
- With conduct that creates a grave risk of death to another person
- With intent to cause physical injury to another person by means of a deadly weapon or instrument
- With intent to cause serious physical injury to another person

Consequences

In all cases, law enforcement will be called Proposal for Expulsion

Code 13: Purchase, Possession or

Code 14: Sale, Delivery, Distribution or

Code 15: Use of Marijuana, Narcotics, Stimulants, and Any Other Unauthorized

Or Illegal Substances or Drug Paraphernalia; Inappropriate Use of Medications, Purchase, Possession, Sale, Delivery, Distribution, or Use of other Intoxicants

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute any controlled drugs or narcotics, such as marijuana, illegal stimulants, or any other illegal drugs or drug paraphernalia at any time. Students will not use prescription medications other than those prescribed for the student by a licensed practitioner. This category includes over-the-counter medications only if they are abused by the student. This rule also applies to a non-controlled (look-a-like) substance that is represented to be a controlled substance.

Students will not be under the influence of intoxicants such as glue, solvents, “Lean” or other hallucinogens. This category also includes edibles, which are food products infused with illegal substances.

Consequences

Proposal for Expulsion
Law enforcement will be called

Code 27: Robbery

Robbery refers to taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force and/or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.

Consequences

In all cases, law enforcement will be called Proposal for Expulsion

Code 28: Sexual Battery (Forcible sex offenses, includes attempted)

This includes forcible rape, child molestation, forcible sodomy, and other forcible indecent contact, including attempted acts.

Consequences

In all cases, law enforcement will be called Proposal for Expulsion

Possession of a Weapon, Realistic Replica of a Weapon, or Firearm

Students will not possess, conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or harm to another. Nor will students misuse otherwise acceptable objects in a manner intended to cause harm to others.

Consequences

Proposal for Due Process/Expulsion (*See Principal's Authority and Expulsion for Firearms Possession listed below*)

Law enforcement will be called

Codes for Possession/Sale of a Weapon

- 37- Poss. of a Handgun
- 38- Sale of a Handgun
- 40- Poss. Rifle/Shotgun
- 41- Sale of Rifle/Shotgun
- 43- Poss. Firearm Component
- 44- Sale Firearm Component
- 46 - Poss. Explosives/Poison Gas
- 47 - Sale Explosives/Poison Gas
- 49 - Poss. Other Weapon
- 50 - Sale Other Weapon
- 52 - Poss. Knife
- 53 - Sale Knife
- 55 - Poss. Other/Unknown Weapon
- 56 - Sale Other/Unknown Weapon

Expulsion for Firearms Possession

Alabama Code §16-1-24.3 requires local school boards to have policies requiring a one-year expulsion for students who have brought a firearm to school or possess a firearm in a school building, on school grounds, on school buses, or at school-sponsored events.

Students who are expelled under this law may not attend regular school in any public school in the state during the year of expulsion. Under this law, the Board of Education or the superintendent may choose to modify (not apply) the expulsion requirement for a particular student on a case-by-case basis. In addition, the appropriate discipline of students with disabilities must be determined on a case-by-case basis in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

A "firearm" for purposes of this law includes, but is not limited to, any handgun, pistol, shotgun, rifle, black powder firearm, starter gun, or any other weapon that uses gunpowder or another explosive to fire ammunition; the frame or receiver of such a weapon; any firearm muffler or silencer; any explosive bomb, grenade, poison

gas bomb, or similar explosive devices and any other type of weapon that shoots ammunition by use of an explosive or other propellant, if it has a barrel with a bore of more than one-half inch in diameter. The definition of “firearm” under this law does not include devices that were not designed to use as a weapon (for example, replicas and water guns). It also does not include ordinary fireworks.

WEAPONS LIST- Weapons include, but are not limited to, the following:

- 1. A firearm, including, but not limited to, any handgun, shotgun, black powder firearm, flare gun, zip gun, or any other device from which a projectile is discharged by explosive powder.
- 2. A realistic replica of any firearm, including, but not limited to, realistic replicas of a handgun, rifle, or shotgun, black powder firearm, flare gun, zip gun, air gun, blank gun (starter’s pistol), gas-operated gun or arrow gun.
- 3. Knife, irrespective of the blade length, (unless the student is six years of age or younger) including, but not limited to:

Box cutter	Lock-blade knife	Butterfly knife	Switch blade
Carpet knife	Exacto knife	Spring-loaded knife	Razor blade
Folding knife	Keychain knife	Linoleum knife	Palm knife
Stiletto knife	Swiss Army knife	Utility knife	Straight razor

Any other item that utilizes a razor blade or other blade, replaceable or fixed.

- 4. Nunchucks (nunchaku), throwing stars, fighting claws or other weapon utilized in martial arts.
- 5. Explosive devices of any type including, but not limited to, fireworks.
- 6. Bicycle chain or heavy duty chain, bike sprocket, when not being used for the purpose for which it was normally intended.
- 7. Baton Black jack Bow and/or arrow Brass knuckles Bullet
- 8. Any device capable of discharging a projectile of any kind.
- 9. Any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, to attack or to inflict injury.

CLASS E – MAJOR OFFENSES: WEAPONS, KIDNAPPING, HOMICIDE

Class E violations include illegal behaviors related to weapons, homicide and kidnapping that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. This includes the use of weapons, homicide and kidnapping. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

Violations of Criminal Statutes (Violent Criminal Offense)

Students may not commit the following acts that have been identified by the State Department of Education as violent criminal offenses. The student will be removed immediately from school premises and school-related

events.

Rule C: Use of a Handgun, Firearm Component, Explosive, Knife or Unknown Weapon

The use of a weapon is defined as the use of, or possession with intent to use any instrument or object to harm or intimidate another person.

Codes for Use of Weapons

39 Use of Handgun | 51 Use Other Weapon | 42 Use Rifle/Shotgun | 54 Use Knife 45 Use Firearm Component | 57 Use Unknown Weapon | 48 Use Explosives/Poison Gas

Consequences

In all cases law enforcement will be called Proposal for Expulsion

Code 21: Homicide

Homicide refers to murder, killing of one human being by another, or killing a person through negligence.

Consequences

In all cases law enforcement will be called Proposal for Expulsion

Code 23: Kidnapping

This is the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Consequences

In all cases law enforcement will be called Proposal for Expulsion

PERSONAL SEARCHES

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the pat-down search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

REASONABLE SUSPICION

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O. (1985)* allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

SUSPICIONLESS SEARCHES

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials, may be collected. Students have no expectation of privacy in such locations. **All vehicles on school property are subject to general inspection (suspicionless searches).**

SEIZURE OF ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security may be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

SEIZURE OF OTHER ITEMS

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the administration.

SUSPENSION

Any student involved in a major disciplinary offense may incur a one to five day suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended out of school will not be allowed at school or on school grounds for the duration of their suspension. A parent conference may be required for the student to be reinstated. Students will be allowed to make-up any missed work due to a suspension.

SUPPORT SERVICES

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the high school counseling department included: individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom guidance presentations. Counselors maintain "confidentiality" except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime. Counselors may be contacted in the office between classes, before or after school, or at lunchtime. If a counselor is not available, a "request to visit" message may be left with the counseling secretary.

WITHDRAWAL FROM SCHOOL

If it is necessary for the student to withdraw from school, the student must have parental permission. The student should obtain an official withdrawal form from the counseling office. The form and textbooks must be presented to each of his/her teachers. The student must secure all signatures required on the form and turn the form in at the counseling office. The withdrawing student must return all school books and library books, ID cards, and make sure all fines are paid. When the slip has been completed, return it to the office for final checkout. Withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time and may be cited for trespassing. When a student withdraws from school, then wishes to return to school at a later time, the student and parent may be required to meet with an administrator. Transfer records for students going to other schools will be mailed upon request of that school.

GENERAL POLICY STATEMENTS

PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Policy 10: Persistent/Willful Disobedience, and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e., aerosol sprays and perfumes).

PLA @ Bellingrath Middle School

Home of the Buccaneers!



I have a Scholar enrolled at PLA @ Bellingrath Middle School we hereby acknowledged by our signatures that we have received and read the Bellingrath Middle School Parent-Scholar Handbook. We understand the procedures apply to all scholars and parents at PLA @ Bellingrath Middle School.

Scholar Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Return this page to scholar's homeroom teacher