



# Scholar Handbook

**LaDedra Frazier, Principal**

**Tyler Merriweather, Assistant Principal**

**2023-2024**

**Grades K-5**

**Phalen Leadership Academies @ E.D. Nixon Elementary School  
1000 Edgar D. Nixon Ave. Montgomery, AL 36104  
Home of the Courageous Cougars!**

# **Phalen Leadership Academies** **@ E. D. Nixon Elementary School**

**1000 Edgar D. Nixon Ave.  
Montgomery, AL 36104  
(334)269-3012**

**LaDedra Frazier, Principal  
Tyler Merriweather, Assistant Principal  
Breeon Fryson, Climate/Culture Specialist**

June 1, 2023

Dear Nixon Family,

Welcome to the 2023-2024 School Year Mighty Cougars! Phalen Leadership Academies is committed to providing a positive educational experience for all scholars. To achieve this goal, parents, guardians, scholars, stakeholders, and school personnel must work together and communicate effectively to create a sustained positive school environment.

As the school year begins, it is important that everyone understands basic school expectations, rules, and procedures. The Phalen Leadership Academies @ E.D. Nixon Elementary Parent and Scholar Handbook outlines the policies and procedures that support safe and orderly environments to ensure academic success across the school campus. We encourage each family to actively and safely participate in the many family engagement activities available through the school. Please encourage your child to act and respond in a positive manner and to give his or her best effort each day.

Through a close and collegial partnership with the community and PLA @ E. D. Nixon Elementary, I am confident we will make our school a GREAT place for our scholars to learn. Please feel free to stop in and say hello, as my door is always open! I look forward to an excellent year with each of you. If I can be of any assistance, please feel free to contact me at 334-269-3012 anytime.

Respectfully,

LaDedra D. Frazier, Ed.S  
Principal

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# **Mission and Vision Statement**

Montgomery Public Schools  
307 South Decatur Street Montgomery, Alabama  
36104  
(334) 223-6700

Superintendent: Dr. Melvin 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... 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 @ E. D. Nixon Elementary School  
1000 Edgar D. Nixon Avenue Montgomery, AL 36104  
Office: 334-269-3012

Principal: Mrs. LaDedra Frazier  
Assistant Principal: Tyler Merriweather

## **Mission**

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

## **Vision**

Our school will equip scholars to become life-long learners focusing on academic achievement, character, and college/career readiness.

## **Title I School**

PLA @ E. D. Nixon Elementary 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.

## Faculty and Staff

TEAM MEMBER		TITLE/POSITION		CONTENT/GRADE
LaDedra Frazier		Principal		Instructional Leader
Tyler Merriweather		Assistant Principal		Leadership
Felicia Wilburn		Operations Manager		Operations
Jarin Jordan		Secretary		Front Office
Marsha Horton		Instructional Coach		Academic K-5
LeTerrica Gibbs		Counselor		K-5
Breeon Fayson		Climate/Culture Specialist		K-5
Antonio King		Behavior Interventionist		K-5
April Tucker		Math Coach		Academic K-5
Dakota Harrison		Student Enrollment Coordinator		Enrollment
Robin Singleton		ARI Specialist		Academic K-3
Deanna Groce		SPED		Academic K-2
Tonetta Smith		SPED		Academic 3-5
Dorethea Coleman		Reading Advantage		Academic K-5
Monique Reese		Reading Advantage		Academic K-5
Georgia Bascomb		Reading Advantage		Academic K-5
Teraysha Johnson		Reading Advantage		Academic K-5
Jillian Pickett		Math Advantage		Academic K-5
Monette Mottenon		Math Advantage		Academic K-5
Katie Trotter		Math Advantage		Academic K-5
Ranya Holmes		Kindergarten Teacher		Self-Contained
Stephanie Smith		Kindergarten Teacher		Self-Contained
Veronica Fitzpatrick		Kindergarten Teacher		Self-Contained

Garreayau Tucker		Kindergarten Teacher		Self-Contained
Shawntrice Sanders		1st Grade Teacher		Self-Contained
Jessica Washington		1st Grade Teacher		Self-Contained
Sherell Lewis		1st Grade Teacher		Self-Contained
Dameon Andrews		1st Grade Teacher		Self-Contained
Latrese Leonard		2nd Grade Teacher		Self-Contained
Ramona Washington		2nd Grade Teacher		Self-Contained
Ashley Holloway		2nd Grade Teacher		Self-Contained
Raven Shores		2nd Grade Teacher		Self-Contained
Dustyn Hughley		3rd Grade Teacher		Self-Contained
Antrice Jones		3rd Grade Teacher		Self-Contained
Jasmine Jenkins		3rd Grade Teacher		Self-Contained
Shundreathea McCall		3rd Grade Teacher		Self-Contained
Chandra Scott		4th Grade Teacher		Math
Noah Campbell		4th Grade Teacher		ELA
Jennifer Broughton		4th Grade Teacher		ELA
Alice Boyd-Grady		4th Grade Teacher		Math
Alexis Cooks		5th Grade Teacher		Math
Alexis Huth		5th Grade Teacher		Math
Jessica Harris		5th Grade Teacher		ELA
Damione Miller		5th Grade Teacher		ELA
Marlon Hall		Flex Teacher		Academic K-5
DeMona McIntosh		Flex Teacher		Academic K-5
Jessica Jones		Reading Advantage Assistant		Academic K-5
Angela Johnson		Media Specialist/Librarian		Academic K-5
Zana Allen		Music Teacher		Academic K-5
Joshua Moore		Physical Education Teacher		K-5
Ashley Vinson		Art Teacher		Academic K-5
Jazzmyne Peterman		Technology Teacher		Academic K-5
DeAsha Boggan		Teacher Assistant		Academic K-5
Mariah Shorter		Teacher Assistant		Academic K-5
Montrice Lamb		Teacher Assistant		Academic K-5

## **Montgomery Public Schools District Calendar**

### **2023-2024 Calendar Link**

**<https://www.mps.k12.al.us/Page/2753>**

# **Montgomery Public Schools Testing Schedule**

## **2023-2024 ALSDE Testing Dates**



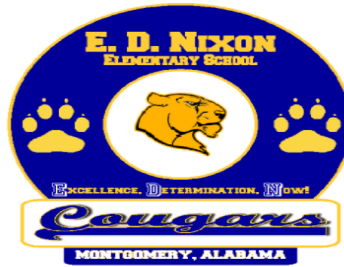
### Assessment Testing Dates for 2023-2024

<u>Tests</u>	<u>Testing Dates (Windows)</u>
<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)**.

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

**Edgar D. Nixon**  
**Elementary Schedule**  
**Bell Schedule**



Time	Subject or Activity
7:30-8:00	Breakfast/Bell Ringer
8:00-8:10	SEL/Attendance
8:15-10:15	Foundational Skills (T1) K-5
8:25-11:00	Reading and Response (T1) K-5
8:55-10:45	Language Arts K-5
10:30-12:05	Lunch K-5
9:30-2:25	Small Group Reading /Reading Advantage (SPIRE DAILY) K-5
10:50-1:50	Whole Group Math K-5
10:50-2:20	Small Group Math/Math Advantage K-5
8:10-2:15	Enrichment K-5
1:45-3:00	SS/SC/Health K-5
3:00	Dismissal

# **Student Attendance Procedure**

## **ABSENCES/CHECK-OUTS/CHECK-INS**

All scholars, regardless of age, enrolled in the Phalen Leadership Academies are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides scholars with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian. The State of Alabama requires that a written note from the parent/guardian stating the reason for the absence must confirm every absence (to include check-outs and check-ins) within three (3) school days. Check in at the office after 8:00 a.m. and no check outs are allowed after 2:30 p.m. Failure to provide the written explanation for the absence may result in the scholar being considered truant with the knowledge of the parent/guardian or person in control of the scholar. Participation in legitimate school activities or special reasons acceptable to the principal may be excused if permission is granted prior to the absence.

### **Absences Grades K – 5**

All prior approval absence forms must be hand delivered to the Office of Student Social Services or mailed via U.S. Postal Services 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.

Any scholar in grades K-5 who accumulates seven (7) excuses that have not been verified by a physician's statement, may be required, at the discretion of the principal, to secure a physician's statement for all future absences.

Any scholar in grades K-5 who has accumulated more than fifteen (15) excused or unexcused absences may be considered for retention in grades.

Written documentation must be submitted no later than three (3) days after the scholar's return to school. After three (3) days an excuse will not be accepted, and the absence will be regarded as truancy. On the day of the student's return to school, he/she must arrange with the teacher for make-up work to be completed at a mutually agreed upon time.

### **Excused absences include, but are not limited to:**

1. Illness/ Legal quarantine
2. Death in the immediate family
3. Inclement weather which could be dangerous to the life and health of scholars
4. Emergency conditions as determined by the superintendent or principal

## **Truancy Definition**

A parent, guardian, or legal custodian having charge of any child officially enrolled in Alabama public schools (K-5) 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 explanation 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.

## **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, the school will send an attendance alert letter to the parent/guardian. The local school (Nixon) will monitor the scholar's absences.
3. All unexcused absences thereafter will be referred to the school's counselor and/or truancy officer.

## **Montgomery Truancy Ordinance**

**City of Montgomery Clerk's Office 103 N. Perry Street | Montgomery, Alabama 36104**  
**Telephone: (334) 241-2096 | Fax: (334) 241-2056 [www.montgomeryal.gov](http://www.montgomeryal.gov)**

## **BULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

An imbalance of power: children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - o Teasing
  - o Name-calling
  - o Inappropriate sexual comments
  - o Taunting
  - o Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - o Leaving someone out on purpose
  - o Telling other children not to be friends with someone
  - o Spreading rumors about someone
  - o Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - o Hitting/kicking/pinching
  - o Spitting
  - o Tripping/pushing
  - o Taking or breaking someone's things
  - o Making mean or rude hand gestures

Incidents of bullying should be reported to an adult staff member at the school immediately.

## Behavior Expectations

### **School-wide Discipline Plan**

*The school-wide discipline plan has been developed to promote positive Scholar interactions through Positive Behavior Intervention and Support (PBIS) as directed by Montgomery Public Schools. We are committed to building a learning environment where Scholars are equipped with strategies to help them become respectful, responsible, and reliable citizens.*

Expectations	Classroom	Hallway	Restroom	Lunchroom	Grounds
Be Safe	Enter & exit quietly  Raise hand to speak or leave seat  Use inside voice  Be Kind	Remain in line  Keep hands & feet to self	Keep your eyes in your stall  Wait your turn  Use quiet voices	Wait your turn  Use quiet voice last 10 minutes  Chew with mouth closed	Walk quietly when entering or exiting building  Use quiet voice  Comply with all directives given by adults
Be Responsible	Bring pencil, paper, and homework daily  Keep up with textbooks & personal belongings	Follow directives  Report inappropriate activities	Keep restroom clean  Report maintenance issues	Dispose of all trash after eating  Bring lunch money or personal lunch	Pick up litter  Report inappropriate activities  Leave promptly when exiting the campus
Be Respectful	Arrive on time  Complete all assignments  Help others when appropriate	Exhibit positive behavior  Only go where you are instructed to go	Enter and exit in a timely manner  Flush toilet after each use  Wash hands	Use lunch time for eating only  Stay inside the lunchroom unless given permission to leave	Exhibit appropriate behavior  Report problems to the nearest adult

## Class “A” Behavioral Infractions

### **Classroom Management Plan**

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child’s teacher will reach out to you to get you started and set-up.

Class A Offense	Procedures for Consequences
1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	Teacher-Scholar Conference (Sign Discipline Log)
3 <sup>rd</sup> Offense	Deduct LiveSchool points (Sign Discipline Log) Work with Behavior Interventionist
4 <sup>th</sup> Offense	Contact Parent (telephone or written notice) with corrective strategy (Sign Discipline Log) Work with Behavior Interventionist
5 <sup>th</sup> Offense	Parent Conference Required (School-Wide Conference Form) Work with Behavior Interventionist Work with Climate & Culture Specialist
6 <sup>th</sup> Offense	Refer to Counselor and/or Rtl Tier 2 Referral Office Referral--Class A Offenses upgraded to Class B or C Offense Work with Behavior Interventionist Work with Climate & Culture Specialist

*\*Please refer to **Montgomery Public Schools 2023-2024 Scholar Conduct Manual** for examples of Class A offenses. Consequences for all Scholar misbehaviors will be implemented in accordance with the Scholar Conduct Manual.*

### **Guidelines for Conducting Investigations**

Principal or designee will hold a conference with the reporting Scholar to collect all information including names of other Scholars. The reporting Scholar will be asked to complete a Bullying and/or Harassment Complaint Form (see Montgomery Public School Scholar Conduct Manual 2023-2024).

Principal or designee will conference with each Scholar individually and have each to give a verbal and written description of the behavior.

Principal or designee will hold a group conference with all Scholars ONLY if the reporting Scholar feels comfortable to meet with the other Scholars.

All parents will be notified of the allegation and a required group parent conference may be held with all the parents and Scholars depending on the severity of the situation as part of the resolution.  
*At no time, will any parent be permitted to speak with another Scholar without that Scholar’s parent being present.*

MPS Scholar Conduct Manual will be strictly enforced when implementing disciplinary actions.

## **SUSPENSION PROCEDURES**

A suspension is the temporary removal of a student from school for a designated period of time in which the student may not attend school or participate in school-related activities until the suspension period has ended.

### **Definition of Suspension:**

1. A suspension shall be defined as action taken to deprive a scholar the privilege of attending school because of behavior which was found to be in violation of the Scholar Conduct Manual.
2. A scholar will not be able to withdraw from or enroll in any other school (Phalen Leadership Academies) while under suspension.
3. A suspended scholar shall not participate in any school- sponsored activities both on and off campus without approval from school administration.
4. All suspended absences will be considered as excused absences.

### **Procedural Policies for Suspensions - Initial hearing by principal or designee**

1. The principal or designee shall conduct an informal due process conference prior to any suspension. However, if the scholar's presence in the school endangers persons or property, the principal shall be authorized to have the scholar immediately removed from the school and shall conduct the informal due process conference as soon as possible. When necessary to determine alleged misconduct, the principal or designee may suspend a scholar from school for a period up to three (3) school days pending an investigation. If the investigation determines that the scholar is not responsible for the misconduct, the suspension will be rescinded. (If rescinded, the scholar has the opportunity to make-up any work missed and absences are excused).
2. Prior to any suspension, the principal or designee must inform the scholar of the misconduct of which he/she is accused and the basis for the accusation.
3. Prior to any suspension, the principal or designee must give the scholar an opportunity to explain his/her version of the facts. The principal or designee may interview witnesses requested by the scholar. The witnesses are not required to be sworn in for this informal due process conference; however, the control of the process is subject to the discretion of the principal or designee. The principal or designee shall make a reasonable effort to reach a fair determination of the incident based on the information obtained before making any disposition.
4. If the principal or designee imposes a suspension or a disciplinary action other than a recommendation for due process, no further hearing shall be required.



5. Telephone contact shall be attempted and a letter sent to the parent/guardian responsible for the scholar when suspended explaining the reason for the suspension, and the date and time of a conference, if required, for a scholar's re-admission from a suspension.
6. The principal may allow a scholar to return to school from a suspension without a parent conference if it is determined that readmitting the scholar is in the best interest. A parent/guardian who willfully refuses to attend a readmission conference/meeting in person or by phone regarding a scholar's behavior may be referred to the Circuit Court's Juvenile Division of Montgomery County.
7. In the event the suspension is for damage to property owned by the Phalen Leadership Academies, the school system, or property contracted by the school system, shall advise the parent/guardian that Phalen Leadership Academies may pursue legal action until payment or arrangements for payment for the damage have been made.

## **SUSPENSION APPEAL**

Any parent/guardian of a suspended scholar shall have the right to appeal an out of school and/or bus suspension to the school in writing within three (3) school days of the suspension. A suspension appeal will be conducted to review the facts of the suspension. The decision of the Phalen Leadership Academies and/or Montgomery Public Schools superintendent is final. A suspension appeal form may be picked up at your local school, from the Office of Student Support Services or downloaded from the Student Support Services section of the MPS website. Suspension appeals should be mailed via U.S. Postal service or hand delivered to E.D. Nixon Elementary School, 1000 Edgar D Nixon Avenue, Montgomery, AL 36104.

All suspended scholars shall remain in school until the end of the school day unless released into the care of a parent/guardian. No scholar should be sent home without proper documentation of the particular misconduct and reason for the suspension.

## **PRINCIPAL'S AUTHORITY**

The principal is granted authority to modify the consequences for violating a rule indicated in the Scholar Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the scholar's parent. Such factors may include, but are not limited to, the age of the scholar, the seriousness of the offense, prior discipline record of the scholar, the degree of disruption to the educational environment, and/or any other relevant factors. Repetitive instances of misconduct constitutes a violation of Persistent/Willful Disobedience, and will be handled according to consequences under the Scholar Conduct Manual. Consequences are applicable to all grade levels K-5, 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 any such interviews as soon as practicable.

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

## **Cell Phone Procedure**

E.D. Nixon recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices shall be TURNED OFF when entering school campus
- Cell phones and all mobile devices shall be kept in a student's backpack or locker – not in clothing pockets
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes

## **Consequences**

- Students who “forget” are warned the first time.
- The second time we collect the phone for the student to pick-up from the main office at the end of the day and a parent is notified.
- The third offense, the parent has to pick it up and the phone is not to return to school.

## **AMNESTY/SURRENDER CLAUSE**

A scholar who discovers, or realizes that he/she has possession of items that violate school policy while on school property, shall upon discovery, immediately turn in the prohibited items to school personnel, or notify them of the whereabouts of the items. Upon turning the item in, the scholar shall not be subject to any disciplinary consequence. This amnesty does not apply when the items are discovered by someone else, for example, in a school-wide search. It also does not apply when an administrator's investigation reveals that the scholar has used the items for prohibited purposes.

## SEARCHES AND/OR INSPECTION OF SCHOOL PROPERTY

The building principal and his/her designees may conduct legally appropriate searches. All searches must be conducted in the presence of two Phalen Leadership Academies employees, one of which must be a building administrator. Students will not be involved in conducting searches.

1. Property Searches - Bookbags, purses, totes, desks and other school property will be subject to search. Although a scholar may exercise exclusive control of his/her possessions as opposed to access to fellow scholars, the control is not exclusive against school officials. School officials may search or authorize a search of vehicles on school property when there is reasonable suspicion to believe prohibited materials are being concealed. The scholar will be invited to be present during the search, except in cases of clear and present danger to life, health, or property.

2. Bodily Searches - School officials may conduct bodily searches of scholars whenever there is reasonable suspicion to believe the search will reveal a violation of school policy or produce evidence of unlawful activity, but it cannot be invasive. Metal detectors, either walk-through or hand-held, may be used to facilitate the search. Searches should be conducted on a same-gender basis.

3. Confiscation - Any unlawful, disruptive, dangerous material, or other property held in violation of school policy found in or on school premises may be confiscated. Any other items or materials deemed inappropriate to possess on school property may also be confiscated. School officials accept no responsibility for safeguarding confiscated items.

## **SCHOOL VISITOR PROCEDURE**

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, 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 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 with prior approval from the principal; 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 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/Phalen Leadership Academies 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 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 or on vibrate. 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 on 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 on campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

### **STUDENT DRESS CODE PROCEDURE**

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. Attire does include, but is not limited to hairstyles and color. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Montgomery Public Schools.

All Montgomery Public Schools students are required to wear uniforms. Colors of uniforms (top and bottom) will be determined by each school. Nixon top colors: Yellow, Navy Blue, or white. Nixon Bottom Colors: Khaki, Navy Blue, or Black. Only one belt may be worn with attire. Standard belt buckles only (no over- sized belt buckles). Students are required to have their student id badge worn on a lanyard.

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. 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, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.

On special occasions, principals may designate days when dress for students may be adjusted. 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. Pants 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 exhibit proper hygiene at all times 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.

## **Consequences**

**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 or ID card to school.

**Second violation:** Student will receive a one-day detention and/or in school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes or ID card 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. However, student ID cards are mandatory every school day and at all school sponsored events.

**Please refer to the MPS website for further information. The uniform guidelines of the school coincide with the MPS dress code, but can be more detailed and specific for individual sites.**

## **SCHOOL BUS PROCEDURE**

Violation of Bus Rules Major/ Minor Offenses include disruptive behaviors that interfere with transporting scholars in Montgomery Public School's jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the action taken by the bus driver is ineffective or the disruption is severe, the bus driver may write a bus referral for a major or minor offense. The referral is submitted to the school principal for disciplinary action.

Suspension from bus transportation does not excuse the scholar from school attendance. It is the parent/guardian's responsibility to ensure scholars are transported to and from school. Scholars MUST be responsible for their own conduct while on the bus, ensuring their actions do not risk their safety or the safety of others.

### **Major Offense**

1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use bus emergency door or window
3. Throwing objects on/out of the bus
4. Use of tobacco or any controlled substances
5. Bullying and/or fighting
6. Possession, threat or use of weapons, explosives or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out of the windows
9. Spitting out the windows
10. Sexual offense/ Sexual harassment

### **Consequences Grades K-5**

Major Violations:

- Scholars will be suspended for a minimum of two ( 2) up to (10) days depending on the severity of the incident and may lose bus privileges. (Approved by Student Support)
- Proposal for Due Process/Expulsion (Principal/Transportation Director)
- Restitution will be required, if warranted
- Loss of bus privilege for up to one year
- Law enforcement may be called for criminal prosecution

## **Outside Food**

In order to prevent a spread of food-borne illness and to promote safety, consistency and equal access for the growing number of children who have life threatening food allergies, the following guidelines will take effect beginning with the 2023-2024 school term:

- All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification. Food should be unopened and in a sealed package.
- Homemade or home-baked food will not be allowed at school parties or brought to school to be shared with other students.
- Parents may still provide homemade or home-baked foods for their child's snack or lunch. These items MAY NOT be shared with other students.

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







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 1<sup>st</sup> nine weeks

October 19 | 1<sup>st</sup> 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 | 2<sup>nd</sup> 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 | 3<sup>rd</sup> 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.*

# Nixon Elementary School Referral Form

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Referring Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location of incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

<b>Incident</b>			<b>Action</b>
<b>Classroom Tier 1</b>	<b>Counselor Tier 2</b>	<b>Administration Tier 3</b>	<b>Tier 1 Action</b>
<p><b>Inappropriate behaviors handled in the classroom. Three referrals moves to Tier 2.</b></p> <p><input type="checkbox"/> not following directions</p> <p><input type="checkbox"/> disrupting instruction</p> <p><input type="checkbox"/> throwing things</p> <p><input type="checkbox"/> running</p> <p><input type="checkbox"/> hitting/pushing</p> <p><input type="checkbox"/> <b>disrespect</b></p> <p><input type="checkbox"/> physical contact</p> <p><input type="checkbox"/> other</p> <p><b>1 Number of prior offenses in this category</b></p>	<p><b>Intervention handled by the counselor. Two referrals moves to Tier 3.</b></p> <p><input type="checkbox"/> rumors/gossip</p> <p><input type="checkbox"/> hitting/ pushing</p> <p><input type="checkbox"/> teasing</p> <p><input type="checkbox"/> inappropriate gestures</p> <p><input type="checkbox"/> taunting/mocking</p> <p><input type="checkbox"/> throwing objects</p> <p><input type="checkbox"/> inappropriate bathroom behavior</p> <p><input type="checkbox"/> first offense stealing</p> <p><input type="checkbox"/> disrespect</p> <p><input type="checkbox"/> exclusion</p> <p><input type="checkbox"/> defiance or noncompliance</p> <p><input type="checkbox"/> other</p> <p>_____ <b>Number of prior offenses in this category</b></p>	<p><b>Administration intervention due to tier progression or the seriousness of the offense.</b></p> <p><input type="checkbox"/> defiance or noncompliance</p> <p><input type="checkbox"/> hitting/ pushing</p> <p><input type="checkbox"/> damaging property</p> <p><input type="checkbox"/> hitting/ fighting</p> <p><input type="checkbox"/> indecent exposure</p> <p><input type="checkbox"/> kicking</p> <p><input type="checkbox"/> pushing</p> <p><input type="checkbox"/> spitting</p> <p><input type="checkbox"/> stealing</p> <p><input type="checkbox"/> cheating</p> <p><input type="checkbox"/> weapons</p> <p><input type="checkbox"/> disrespectful</p> <p><input type="checkbox"/> profanity/offensive language</p> <p><input type="checkbox"/> bullying/threatening (zero tolerance policy)</p> <p><input type="checkbox"/> other</p> <p>_____ <b>Number of prior offenses in this category</b></p>	<p><b>Tier 1 Action</b></p> <p><input type="checkbox"/> Student reflection time</p> <p><input type="checkbox"/> Reteach behavior</p> <p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Counselor assistance</p> <p><input type="checkbox"/> Parent contact</p> <p><input type="checkbox"/> Three referrals to Tier 2</p> <p><input type="checkbox"/> Tier 3 offense to Administration</p> <p><input type="checkbox"/> Other</p>
			<p><b>Tier 2 Action</b></p> <p><input type="checkbox"/> Student reflection time</p> <p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Behavior intervention plan</p> <p><input type="checkbox"/> Three referrals to Tier 3</p> <p><input type="checkbox"/> Tier 3 offense to Administration</p> <p><input type="checkbox"/> Parent contact</p> <p><input type="checkbox"/> Other</p>
<p><i>Explanation of Incident (antecedent, behavior, consequence)</i></p>			<p><b>Tier 3 Action</b></p> <p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Parent contact</p> <p><input type="checkbox"/> Parent conference</p> <p><input type="checkbox"/> Lunch detention</p> <p><input type="checkbox"/> In-school suspension _____ day(s)</p> <p><input type="checkbox"/> Out-of-school suspension _____ day(s)</p> <p><input type="checkbox"/> Other</p>

\_\_\_\_\_  
(Administration Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**NOTICE OF RECEIPT FORM**

I \_\_\_\_\_, a student \_\_\_\_\_  
(Student's name) (Name of School)

and my parent/guardian hereby acknowledge by our signatures that we have received, read, and understand, and/or had read to us and understand, the 2022-2023 Student Conduct Manual.

We understand that these policies and laws apply to all parents and students enrolled in Phalen Leadership Academies (E.D. Nixon Elementary) and at all activities and events, including school buses, sponsored or supervised by Phalen Leadership Academies school officials.

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

NOTE: If the scholar lives with both parents/guardians, both are to sign the statement. If the scholar only lives with one parent, only one signature is required. Failure to return this form does not absolve the scholar or parent from the requirements stated in this Scholar Conduct Manual.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date