

Liberty Middle School



Student and Parent Handbook

2018-2019 School Year

“Opening the Door to the Future”

Welcome to Liberty Middle School! We are excited to have you as part of our LMS Family. We have put together this handbook as a help to you, and look forward to working with you this school year. If you have any questions, please feel free to contact us.

Administration

Principal – Mr. Shannon Brown

Assistant Principal – Mr. Ryan Foy

Assistant Principal – Ms. Ambra Johnson

Assistant Principal - Dr. Treva Stewart

Bookkeeper – Mrs. Amy Baker

Cafeteria Manager – Mrs. Traci Berry

Counselor – Mrs. Karen Clayton

Counselor - Ms. Shatiyyah Lateef

Media Specialist – Mrs. Sandy Brand

Nurse – Mrs. Benita Tunstill

Receptionist – Mrs. Maria Mangieri

Registrar and Attendance Officer – Mrs. Kim Slifka

Secretary – Mrs. Kim Mayfield

School Resource Officer – Mr. Archie Ange

Our office hours are Mon-Fri 7:30 am – 3:45 pm

Phone: 256-430-0001

Fax: 256-430-0282

Text to Protect: 256-604-2345

Safe Schools Tip Line: 256-464-6575

Please take note of the following policies and procedures for Liberty Middle School.

Absence Procedures

We believe that good attendance is necessary for a student's success. If a student is absent, and in accordance with Madison City Board Policy, a student must bring a parent or doctor's note to the front office within 3 days of the absence. Failure to do so will result in an unexcused absence. After 3 unexcused absences, parents will be given a warning notification. After 5 unexcused absences, truancy proceedings will be brought against the parent. For a full explanation of these proceedings, please see the Madison City School Code of Conduct.

Prior permission by the principal to attend educational activities must be in writing and approved before the absence. Absences due to the funeral of a close relative or for legal reasons are excused.

Backpacks

Backpacks and rollings backpacks are encouraged. If students have a rolling backpack, please encourage them to keep it close to them as they travel in the hallways as this can be a safety hazard. Please check your backpacks consistently to remove any unnecessary items or materials.

Buses

Buses are provided for students to ride to and from school. You do not need to fill out a special form in order for your child to ride their own bus. We do require a note from you if your child is going home on a bus with another student. Students should bring a note to the office in the morning so it can be called and verified. Students who fail to do so will not be allowed to ride home with their friend.

If an emergency comes up and you need your child to ride the bus home with someone else, please call the office so we can work with you to help your child get home safely.

Cell Phone or Other Electronic Devices

You are welcome to bring your electronic devices to school. You will most likely have classes where your teachers encourage the use of electronic devices during the lesson. However, other than pre-approved permission from a teacher, you should not be on your electronic devices during the school day. Also, remember that it is your responsibility to make sure your device is locked up and secure when not in use. LMS is not responsible for lost, stolen, or damaged cell phones and other electronic devices. Make sure your devices are in safe and secure location at all times.

Checking In/Out Procedures

Students who check-in to school after the tardy bell must have a parent come in the office to

sign them in, unless they have a doctor's note. A pass to enter the classroom with then be issued.

When checking out a student, please do not call the office and ask that the student be waiting in the office. We are unable to call for the student until you are here to pick them up. Students will not be allowed to check out with anyone who is not on your emergency contact list.

Detentions

School detentions will be held on designated days assigned by the teacher or administrator. Detention will be held on Tuesday afternoons 3:15-3:50 and Thursday mornings from 7:20-7:55. Students must arrive to the front doors of the school by 7:18 in the morning, or the detention will not count. Students must also be picked up on time or the detention will not count. Failure to show up for detention will subject the student to a day of ISS (In-School Suspension). Students should be dropped off and picked up at front entrance doors.

Drop Off/Pick Up Procedures

Car riders must be dropped off and picked up in the front of the building. The carline opens at 7:30 am, and closes at 8:00 am. When dropping off students, pull as far forward as possible. This allows others behind you to drop off at the same time and speeds up the line. Do not pass cars that are loading or unloading. Do not park in the parking lot to drop off or pick up students; all cars dropping off or picking up must go through the car line. If you arrive after 8:00 am, you must check your child into school.

Lockers

Lockers are optional and discouraged because we are in the process of phasing them out since lockers are not utilized in high school. If students want a locker, there is a \$10.00 usage fee. It is the student's responsibility to keep the locker orderly and clean. Nothing that cannot be easily removed should be placed on the inside or outside of the locker. Students will be responsible for any damage above and beyond normal usage. Each locker has a lock provided for you, and students are not to jam the locks so they won't lock. No other lock should be placed on the locker. Students are not permitted to share lockers. If locker abuse is observed, the locker may be emptied and the combination changed. No refund will be issued.

Lockers in the PE area are provided, but do not have locks. Students are urged to bring a combination lock to use each day while they are in PE. **ALL VALUABLES SHOULD REMAIN IN YOUR LOCKED PE LOCKER.**

Make Up Work

Students will be allowed to make up work for excused absences. Work missed in an exploratory class may be impossible to make up. If unusual circumstances exist, the principal may extend

the time allowed to complete the work. For unexcused absences, students will receive zeroes for all work (including tests) missed.

Medication

All medications will be dispensed in the clinic. Teachers and staff are not permitted to administer medication. Any student in possession of medication, who gives away, sells, or attempts to sell medication (prescription or non-prescription) may be subject to suspension or expulsion. In order to insure that all parents and students are aware of the policy and procedures, please carefully read the following information:

1. An adult must bring all medication (prescription or non-prescription) to the office.
2. The nurse will count all medication upon receipt.
3. All medication, both prescription and non-prescription, must have a medication release form completed and on file in the clinic prior to medication being administered by the nurse. Medications given twice a day should be administered at home.
4. Prescription medications must be in the original prescription container and properly labeled. The bottle is to have the same information as the medication release form.
5. Non-prescription medications must be in the original unopened container with the student's name on the container and be accompanied by a signed medication release form. For safer storage, medication in pill form should be in individually wrapped or sealed blister packs.
6. An adult must pick up unused medications. The school nurse will give a date at the end of the school year that all medication should be picked up and then dispose of any medication that is left.
7. Any time there is a medication change, the doctor will need to sign a new medication release form with all the new medication changes. To help with this matter, information may be faxed to and from the doctor's office and the school. The fax number is 256-430-0282.
8. Students with potential life threatening illnesses/conditions (asthma, seizures, allergic reactions where an Epi-pen is needed, hemophilia, diabetes, cardiac conditions, and any other that the doctor-recognizes as life-threatening) should have an emergency plan on file at the school. Please notify the student's teachers if an emergency plan is needed.

You may contact our nurse, Benita Tunstill, RN with any questions at 256-430-0001, ext. 83405.

Messages, Forgotten Items, and Lunches

We try to keep classroom disruptions to a minimum to ensure every student a more productive

class environment. Students are not permitted to leave class to take phone calls, except in a true emergency situation. Emergency change of transportation messages will only be delivered to students during the last 10 minutes of class time. The office staff will not be responsible for undelivered messages. It is the family's responsibility to make these arrangements prior to school.

If a student leaves an item at home, parents may bring the item to school. However, students will not be called to the office to retrieve the item. Students may check between classes for these items. Forgotten assignments will be placed in the teacher's mailbox.

Lunches are not allowed to be left in the office. If a student forgets their lunch, he or she may buy a lunch from the lunchroom. If needed, a student may charge the lunch, but parents should pay the debt as soon as possible. A parent may take a lunch to their child during the student's lunch period only.

The office staff will not be held responsible for any items that are brought to the office.

Parent/Teacher Conferences

Call the school at 256-430-0001 to schedule conferences. The office will coordinate the conference with the teachers you wish to meet. Wednesdays at 3:15 and 3:30 are set aside for conferences.

Severe Weather

During severe weather events, we take every precaution to ensure the safety of our students. If the decision is made by Madison City Schools to close early, the news agencies will be notified so it can be announced. Messages will also be sent out through the School Messenger service, Facebook, and Twitter.

If you choose to check your child out early during severe weather, you are welcome to do so; however, only you or someone on your emergency contact list may check out your child. We are not able to accommodate those calling in and asking that someone else be allowed to pick up your child.

Student Dress Code

Student dress is discussed in the Madison City School Code of Conduct. This is available online for you to review at any time. We will enforce the dress code. Please read the policy, and if you have any questions, ask school personnel before you wear a questionable item. Some of the most common violations include leggings without fingertip length shirt / dress over them, skirts and shorts that are too short (should come to tips of fingers when standing); holes in pants above the knee (no skin should be revealed); excessively baggy or saggy pants which are worn

as so to expose underwear or body above or below the waist; bandanas, hats, caps, and sunglasses.

Testing Schedules

All students are required to take final exams. Fall semester finals will be given on December 19, 20, and 21, 2018. End of the year exams will be given May 21, 22 and 23, 2019. Attendance is VERY important. Please make travel arrangements after these dates, as early exams are not given. Any exams missed will have to be taken at a later time. These tests will have an impact on the student's grades. EXAMS WILL NOT BE GIVEN EARLY.

Use of the Restroom

Students are to use the restroom between classes. Only in emergencies will a student be allowed to go to the restroom during instructional time. This is not only to protect their instructional time, but is also for the safety of the student. If a student has a medical problem, please let the school nurse know immediately.

Visitors and/or Parents/Guardians

All parents, guardians, visitors, and volunteers must sign in at the main office. A badge will be issued to you which you must wear while you are in the building.

You are allowed to eat with your child. Please be aware of when your child's lunch period is and plan on meeting them in the lunchroom. In order to keep classroom disturbances to a minimum, we ask that you do not meet them in their classroom.

Frequently Asked Questions

While we know we have not covered every question, we hope this helps answer some of the more frequent questions parents have.

Is there a way to see my student's grades?

Yes! Madison City Schools has set up the INow system to allow you to see your student's grades, assignments, and even absences.

How do I find out what is going on at Liberty?

We post weekly announcements to the Latest News section of the website, and there is also a calendar of events posted on the website as well. Make sure your email address is up to date in INow to receive these announcements in your email. You can also "like" us on Facebook and follow us on Instagram and Twitter.

Are there volunteer opportunities available at Liberty?

We have a wonderful PTA, and they coordinate different opportunities for volunteers

throughout the school year. Please contact libertymiddlepta@gmail.com to inquire about these opportunities.

How do I buy LMS spirit gear?

Our PTA sells LMS spirit gear. Contact them for ordering information.

How much do you charge for admittance to ball games?

We charge \$3 for students and \$5 for adults to our football games. For all other games, we charge \$2 for students and \$4 for adults. We love having our stands full with cheering LMS supporters!

How much are student lunches? How do I pay for lunch?

Student lunches are \$2.90. Students have a lunch account that is drawn from when they purchase a lunch or anything extra. Parents can use www.paypams.com to put money on the account, and see what their student is purchasing. Payments can also be made in the form of check or cash to the lunchroom.

Lunch menus can be viewed online at the Madison City School website under the Child Nutrition Link.

Our family is moving. How do I go about withdrawing my student from LMS?

Please contact our registrar, Kim Slifka, at least a week in advance of your move. She will then be able to gather your paperwork for you.