

# Lott Middle School

*Building a Positive Environment One Student at a Time*



## Student Handbook 2017-2018

## Mobile County Public School System Board of Commissioners

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## Mobile County Public School System Superintendent

Martha Peek

### ***SCHOOL MOTTO***

BE POSITIVE, BE ON-TIME, BE SUCCESSFUL!!!

### **COLORS**

Crimson and Gold

### **Mascot**

Wildcats

## ADMINISTRATION

Principal..... Jason Golden

Assistant Principal..... Ashley Horton

Title I Facilitator..... Rhonda Harrison

## Guidance Counselor

Counselor.....Heather Byrd

Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The guidance counselor helps students select the most appropriate program of studies to ensure success in middle school and to plan for the high school years. Students are advised to see their counselor at least once a year to check their transcript.



### **Mission Statement**

*Oure mission at Lott Middle School is to promote a safe and positive environment conducive for all students to learn. Each student will be nurtured with rigorous and relevant 21<sup>st</sup> century-based instruction to foster life-long learning. This will be accomplished by a caring and encouraging faculty and staff along with parental and community support.*

### **Lott Core Values**

**Positive** is having thoughts and actions of a true leader and always looking on the bright side of situations.

**On-time** is always arriving before you are supposed to be present. It is always better to be five (5) minutes early and prepared.

**Successful** is never giving up even if you do not get it right the first time. It is always doing your best and getting up and doing it again if you fail the first time.

**Self-Discipline** is controlling your behavior and actions and doing what is expected of you without reminders.

**Integrity** is doing the right thing even when no one is looking.

**Compassion** is being concerned, helpful, supportive toward other people and the community and thinking about how the other person will feel before you act.

# SCHOOL POLICIES



# 2017-2018

# REGULAR BELL SCHEDULE

(Revised 04/17)

<b>1<sup>st</sup> Period</b>	<b>7:30 a.m. – 8:35 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>8:39 a.m. – 9:39 a.m.</b>
<b>3<sup>rd</sup> Period</b>	<b>9:42 a.m. – 10:48 a.m.</b>
<b>4<sup>th</sup> Period</b>	<b>10:52 a.m. – 12:20 p.m. (Lunch)</b>
<b>5<sup>th</sup> Period</b>	<b>12:24 p.m. – 1:30 p.m.</b>
<b>6<sup>th</sup> Period</b>	<b>1:33 p.m. – 2:40 p.m.</b>

## Lunch Times

<b>1<sup>st</sup> Wave</b>	<b>10:52 a.m. – 11:22 a.m.</b>
<b>2<sup>nd</sup> Wave</b>	<b>11:50 a.m. – 12:20 p.m.</b>

**\*\*ALL HALL PASSES MUST BE APPROVED BY  
ADMINISTRATION\*\***

# Morning Assembly Schedule

**1<sup>st</sup> Period**                      **7:30 a.m. – 8:35 a.m.**

**2<sup>nd</sup> Period**                      **8:39 a.m. – 9:28 a.m.**

**Morning Assembly 9:32 a.m. – 10:32 a.m.**

**3<sup>rd</sup> Period**                      **10:34 a.m. – 11:24 a.m.**

**4<sup>th</sup> Period (Lunch)** **11:28 a.m. – 12:48 p.m.**

**5<sup>th</sup> Period**                      **12:52 p.m. – 1:42 p.m.**

**6<sup>th</sup> Period**                      **1:46 p.m. – 2:40 p.m.**

## Lunch Times

**1<sup>st</sup> Wave**                      **11:28 a.m. – 11:58 a.m.**

**2<sup>nd</sup> Wave**                      **12:18 p.m. – 12:48 p.m.**

**\*\* ALL HALL PASSES MUST BE APPROVED BY  
ADMINISTRATION \*\***

## Afternoon Assembly Schedule

<b>1<sup>st</sup> Period</b>	<b>7:30 a.m. – 8:35 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>8:39 a.m. – 9:28 a.m.</b>
<b>3<sup>rd</sup> Period</b>	<b>9:32 a.m. – 10:22 a.m.</b>
<b>4<sup>th</sup> Period (Lunch)</b>	<b>10:26 a.m. – 11:46 a.m.</b>
<b>5<sup>th</sup> Period</b>	<b>11:50 a.m. – 12:40 p.m.</b>
<b>6<sup>th</sup> Period</b>	<b>12:44 p.m. – 1:38 p.m.</b>
<b>Afternoon Assembly</b>	<b>1:40 p.m. – 2:40 p.m.</b>

### Lunch Times

<b>1<sup>st</sup> Wave</b>	<b>10:26 a.m. – 10:56 a.m.</b>
<b>2<sup>nd</sup> Wave</b>	<b>11:16 a.m. – 11:46 a.m.</b>

**\*\* ALL HALL PASSES MUST BE APPROVED BY  
ADMINISTRATION \*\***



## **Cafeteria Rules**

- 1. Know your lunch number.**
- 2. Sit at your assigned table.**
- 3. Stand in a straight line keeping your hands and feet to yourself.**
- 4. Clean up after yourself.**
- 5. Make sure that you collect all items before leaving the café register.**

## **Restroom Rules**

- 1. Stand in line outside until your turn.**
- 2. Only 5 students in the restroom at one time.**
- 3. Flush toilets when finished.**
- 4. Wash and dry hands to be germ free.**
- 5. BE RESPECTFUL OF YOUR RESTROOM.**

## **Grade Level Rules**

**Each grade level will have rules for classroom and transitioning to each class. These rules will be taught and provided in the grade level syllabus during the 1<sup>st</sup> week of school.**

## **Bus Rules**

- 1. Remain seated at all times.**
- 2. Sit in your assigned seat.**
- 3. No eating or drinking on the bus.**
- 4. No horse-playing on the bus.**
- 5. Be positive.**

**1<sup>st</sup> Bus Referral = Admin.student conference/Parent notification/Discipline action at the administrators discretion based on the infraction**

**2<sup>nd</sup> Bus Referral = 1 week suspension from the bus**

**3<sup>rd</sup> Bus Referral = 1 semester suspension from the bus**

**4<sup>th</sup> Bus Referral = Suspension from the bus the remainder of the 2017/2018 school year**

## **Lott Middle School Uniform Policy**

**2017-2018**

### **Pants**

- Solid khaki/traditional/sand trousers in color made of cotton.
- Logo on pants must be smaller than a quarter (NO EXCEPTIONS).
- Style is classic cut with straight legs - No jean style or low riders.
- All pants must have belt loops and be worn at the natural waist with the belt visible.
- Cargo/carpenter pants, jeans, bell-bottoms, joggers, elastic ankles, or pants with rivets are not uniform.

- Pants must be hemmed – Ragged, cut or rolled hems are unacceptable.

### **Walking Shorts**

- Solid khaki/traditional/sand in color.
- Shorts must fall no shorter than one inch above the knee and be worn at the natural waistline.
- Must have belt loops and be worn at the natural waist with the belt visible.

### **Skirts**

- Pleated or straight khaki.
- Must fall no shorter than one inch above the knee and be worn at the natural waistline.
- Protective wear must be worn under skirts – shorts may be worn under a skirt.

### **Shirts**

- Maroon Polo style shirts with 2 or 3 buttons (NO EXCEPTIONS) for 6<sup>th</sup> grade.
- Black Polo style shirts with 2 or 3 buttons (NO EXCEPTIONS) for 7<sup>th</sup> grade.
- Gray Polo style shirts with 2 or 3 buttons (NO EXCEPTIONS) for 8<sup>th</sup> grade.
- Must be long enough to stay tucked in at all times.
- Logo on a shirt must be smaller than a quarter (NO EXCEPTIONS).
- Lott Middle School sponsored uniforms and club shirts will be acceptable on FRIDAY'S ONLY.
- Athletic Attire may be worn on day of event only.
- Undershirts must be black, gray, white, or maroon.

### **Shoes**

- Only tennis shoes (any color) with laces may be worn.
- Open toed clogs, slip-ons, boots, rain boots, and flip flops are **not** uniform and may **not** be worn.

### **Socks**

- Socks worn with shorts and skirts must be school uniform colors (black, gray, white, or maroon).

### **Belts/Hats**

- Black, brown, or khaki belts with traditional belt buckles must be worn.
- Hats and Caps may not be worn on campus.

### **Outerwear – Only Jackets, Sweaters, and Sweat Shirts may be worn as outerwear.**

- All outerwear must be gray/ black/maroon if you are going to wear it inside the building and/or classroom.

- All logos on outerwear must be no larger than a 4 x 6 index card.
- All hoods must be tucked inside your outerwear and may not be worn on your head.
- Outerwear must be free of profanity and obscene gestures as these items are deemed inappropriate to wear to school.
- Lott Middle School team/club-sponsored jackets and sweat shirts are permitted but may only be worn by a current team member.
- NO sunglasses other than prescription.

### **Jewelry/Accessories**

- No visible body piercing except in ears – No facial or tongue piercing
- No bandanas

### **P.E. Clothes**

- Students must purchase and wear PE uniforms from the PE department at Lott Middle School.

**\*\* The above policy is in effect all year. It is the parent’s responsibility to send students to school in proper uniform; however, should policy be breached since discipline is the parent’s primary responsibility for student’s behavior at school (pg. 5 of MCPSS Student Code of Conduct), disciplinary measures will be taken (See violations below).**

## **Dress Code Violation**

**1<sup>st</sup> Offense** – Documented Warning

**2<sup>nd</sup> Offense** – Documented Warning and Parental Contact

**3<sup>rd</sup> Offense** – Referral and assignment to RETRACT or suspension

**4<sup>th</sup> Offense** – Administrator’s discretion

## **Expectations: Rules and Procedures**

Students are expected to comply with all of the rules and regulations of Lott Middle School. This includes the following:

- Show respect for self, other students, and all adults at all times.
- Be positive!
- Be on-time!
- Be successful!
- Keep all electronic devices CONCEALED at all times. No MP3 players, cell phones, head phones, etc... should be visible at any time. \*
- Be dressed daily in proper uniform. Pants should be pulled up to natural waistline and all shirttails should be tucked in at all times and all students should wear a belt.
- No food or drink is allowed in the classroom at any time.
- Students are expected to be on time to school and each class every day. Great attendance is directly related to increased academic achievement. It is important for students to attend school every day.

# Lott Middle School

*Building a Positive Environment One Student at a Time*



## Discipline Plan 2017-2018

## **Lott Middle Behavior Goals**

1. To reduce tardies to school by 25%
2. To reduce discipline issues by 25%
3. To reduce out-of-school suspensions by 25%

## **Lott Middle Discipline Plan**

### Level 1 Discipline for A Offenses: (Handled by Classroom teacher)

Step 1:

- \*Employ positive reinforcement procedures
- \*Use verbal correction, reminders, and redirection.

Step 2:

- \*Make parent contact and set up parent or guardian conference.
- \*Written reflection of apology.
- \*Assign student according to buddy-teacher system for cool-down
- \*Detention: Teacher led afterschool 3:00-4:00 p.m. Thursdays

### Level 2 Discipline for B Offenses: (discipline referral to administration)

Step 1:

- \*Individualized Student Behavior Plan with Monitoring and Support.
- \*Refer to Counselor for counseling or conflict resolution.
- \*Referral to Problem Solving Team (PST)
- \*Revision to IEP (For Students with Disabilities).
- \*Assignment to RETRACT

\* Student short-term suspension,

Step 2:

\* Student short-term suspension.

\* Student long-term suspension and assignment to Alternative Placement School.

Level 3 Discipline for all C, D, and E offenses: (discipline referral to administration)

*Administration and Resource Officer will investigate and make appropriate decision following the Mobile County Public School System policies and procedures.*

\*Short-term suspension

\*Discipline Contracts/Behavior Plans

\*Long-term suspension

\*Referral to Alternative Placement School

\*Expulsion

Procedures for Discipline Documentation:

- The RETRACT Teacher is responsible for making a folder for every student assigned to RETRACT by administration and keep up-to-date records of assignments completed and returned to individual teacher.
- Administration will enter ALL discipline infractions daily into IKNOW computer system for documentation and print a hard copy to place in each student's individual record folder.
- Administration will provide time slots for setting up parent conferences daily.



- Administration will keep monthly discipline data records up-to-date for data review purposes to increase positive student behavior.

### **Positive Behavior Support Strategies:**

**Teaching & Modeling the Rules:** School-wide rules and Classroom Expectations were established and agreed upon by the entire faculty. During the opening of school professional development (August, 2016), the administration presented proper discipline procedures, including positive reinforcement components. Additionally, faculty members were provided with Behavior Lesson Plans for all areas of the school designed to assist both teachers and students with acclimating to the new discipline expectations.

**Incentive Plan for students AND TEACHERS:** Developed a school-wide incentive plan and determined how our school will acknowledge teachers/staff for appropriately participating with PBIS Implementation.

## **ELECTRONIC DEVICE POLICY 2017-2018 School Year**

At Lott Middle School our focus is on teaching and learning. In order to ensure that every student is given uninterrupted quality instruction in a safe and orderly environment the **USE OF ELECTRONIC DEVICES DURING SCHOOL OPERATING HOURS IS PROHIBITED.**

Lott Middle Policy-

All Electronic devices are to be CONCEALED at all times from the take in bell rings until the dismissal bell at 2:40 p.m.

This ensures the safety of our students. If a parent has a family emergency we ask that you call the MAIN OFFICE. This will allow us time to remove the student from the classroom and have them receive any information in a PRIVATE setting.

**FAILURE TO COMPLY WITH POLICY WILL RESULT IN THE FOLLOWING:**

1. Student will have phone confiscated, and a **PARENT** may pick it up on

Tuesdays and Thursdays between 3:00-4:00 p.m. Phones will **NOT** be returned **DURING SCHOOL HOURS. NO EXCEPTIONS.**

2. If a teacher takes a student's cell phone during class, an administrator will be called immediately to secure the device for parent pick up.
3. Any student that refuses to give a cell phone will automatically be placed on a proposed suspension and a face-to-face parent conference will be **REQUIRED** for that student's return to school.

### **Dress Code Violation**

Each teacher is required to stand at the door and monitor students as they enter the classroom. As the teacher is taking attendance he/she will complete the uniform violation report. A record will be kept of violations and the third violation results in disciplinary action at the discretion of administration. 1<sup>st</sup> period teachers should issue all student a uniform violation sticker daily when out-of-uniform violations occur.

**1<sup>st</sup> Offense** – Documented Warning

**2<sup>nd</sup> Offense** – Documented Warning AND Documented Parental Contact by Teacher

**3<sup>rd</sup> Offense** – Referral and assignment to retract or suspension

**4<sup>th</sup> Offense** – Administrator's discretion

### **Tardy to School**

Students should report to the Main Office. Once checked in, they will report to class with a pass.

**1<sup>st</sup> Offense** – Warning

**2<sup>nd</sup> Offense**- Parent Contact

**3<sup>rd</sup> Offense** –Parent Conference and retract placement

**4<sup>th</sup> Offense**- Suspension

**5<sup>th</sup> Offense**- Administrator’s Discretion

### **Tardy Violations**

**Hall sweeps will be conducted EVERY period by administrators.**

**Teachers are to close doors and NOT let anyone in after tardy bell.**

**Accurate records will be entered into spreadsheet of documented tardies and then student will be given a pass to class.**

1st Tardy- Documented warning/Parent Contact

2<sup>nd</sup> Tardy- Parent Contact/Referral to RETRACT by administration

3rd Tardy- Administrator’s Discretion

- Note- Any student that has 2 or more unexcused tardies in one day will be placed on a proposed suspension and may not return to school without a face-to-face parent conference.

### **Attendance Violations**

Attendance must be taken each period; therefore each teacher is required to keep accurate attendance records.

2<sup>nd</sup> unexcused absence- Documented call to parent/guardian

3<sup>rd</sup> unexcused absence- Refer to Attendance Clerk

4<sup>th</sup> unexcused absence- Referral to administration and truancy officer

## Class B Offense

**1<sup>st</sup> Offense-** Documented Parental Contact and referral to administration

**2<sup>nd</sup> Offense-** Referral to administrator for retract placement or suspension

**3<sup>rd</sup> Offense-** Out-of-school Suspension-ADMINISTRATORS ONLY. The amount of days will vary depending on the discipline infraction

**4<sup>th</sup> Offense-** 3-5-day Suspension/Administrator's discretion- ADMINISTRATORS ONLY

## Class C, D, & E Offenses

Follow MCPSS guidelines as stated in the student code of conduct. C, D, and E infractions involve administrators and RESOURCE OFFICER and are subject to investigation.

## EXAMPLES OF CLASS OF OFFENSES

### Class A: HANDLED BY TEACHER

Excessive talking in class

Cheating/copying

Minor act of disobedience

Improperly dressed

Public display of affection

Nuisance items

Tardy to class-follow tardy to class policy

Minor act of disruption

**Class B: Follow STEPS LISTED ABOVE**

Leaving without permission

Act of physical aggression- ADMINISTRATOR REFERRAL IMMEDIATELY

Truancy- follow attendance violation

Class cutting/skipping

Act of willful disobedience

Use of electronic communication device

Possession of fireworks

Possession of look-a-like weapon

Possession of Tobacco

Internet Misuse

Bullying, Cyber Bullying, Harassing-REPORT TO ADMINISTRATOR IMMEDIATELY

**Class C, D, & E: HANDLED BY ADMINISTRATOR/RESOURCE OFFICER**

**ALL C and ABOVE infractions are handled by the administration and Resource officer. These cases are subject to investigation.**

## Campus and Buildings

### Halls/Gymnasium

- Students should enter the building at the ringing of the take-in bell. During bad weather students will be permitted in the lobby, gym, or cafeteria (as directed by administration).
- Students are to be in class unless they have a pass approved by administration.
- **ALL HALL PASSES MUST BE APPROVED BY ADMINISTRATION**
- Students out of class without a pass will be considered skipping and will receive the consequences defined in our school wide discipline policy.
- Students are not to sit or stand in the halls or block the lockers.
- Students may NOT remain in the building after regular school hours unless they are involved in extra-curricular activities, tutoring, or extended day AND accompanied by a faculty member/sponsor.
- Students are NOT to use the gymnasium at any time unless a faculty member is present.

### Cafeteria

- Students are expected to clean up after themselves.
- Students are to sit at their assigned table signified by their 4<sup>th</sup> period teacher's name.
- Students should not block the entrances, exits or the counters in the cafeteria.
- Food should only be eaten in the cafeteria and cannot be taken into the classrooms.
- Students must have a completed application for free/reduced lunches on file showing they qualify for free and reduced lunches. Applications may be secured from homeroom teachers, completed on-line or the cafeteria manager.
- Parents of students who are receiving free or reduced lunch may be asked to verify all information provided in their free/reduced lunch application.
- Lunch numbers are to be only used by the person to whom they are issued.
- Outside food is NOT to be brought into the cafeteria.

## Restrooms

- Students may use the restrooms as designated by their teacher.
- During class, students must obtain approval by administration to use the restroom.
- Designated restroom breaks are 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> periods with the teacher.
- **If a student must leave the classroom in an emergency situation, he/she is to report to an administrator for assistance.**
- **Students with chronic restroom needs must have a note on file with the school nurse.**
- Restrooms in the first-aid room are for emergencies seen by nurse only.
- **ALL HALL PASSES MUST BE APPROVED BY ADMINISTRATION**

## Campus/Parking Lot

- Upon arrival at school, students are to refrain from loitering in the parking lot. Students will report to the cafeteria for breakfast or their first period teacher. All students must be in first period by 7:30.
- Students are to remain on campus, once they arrive on campus. They are NOT permitted to leave the school grounds for any reason unless a parent has come into the main office and signed them out with proper documentation (must have a valid driver's license or state ID).
- Students will be escorted to the car line at dismissal or to the bus parking lot (They should never leave without adult supervision).

## PE Lockers Only (No Classroom or Hall lockers during the 2016-2017 School Year)

- Students are NOT to give their locker combination to other students.
- Students are not to allow other students to store clothes, books or supplies in their lockers.
- Students are responsible to see that their lockers are locked securely each time they are closed.
- Administration reserves the right to search a locker at any time if suspicion arises.
- Students are not to place personal locks on lockers. Personal locks will be removed by the administration.

## Visitors to Campus

- All visitors/parents entering the school campus are to report to the main office and sign-in on the visitor's log.

- Visitors, other than employees of the Mobile County Public School System, must obtain a visitor's pass from the main office and wear the pass while in the building.

### **Behavior Expectations of Students**

- Students are expected to follow all Lott Middle School policies and the Mobile County Public School System Discipline Policy are in effect at all sponsored activities whether conducted during or after school hours and whether conducted on our school campus or other locations.
- Possession of, or use of, tobacco (in any form), matches or lighter on campus is not allowed.
- Students are not to carry or use weapons or any other articles that could be detrimental to the well-being of others.
- **This prohibits students from bringing any items including knives, guns, razors, metal objects, pointed combs, broken mirrors, or anything else that could be used as a weapon.**
- In pursuant of state law and the Mobile County Public School System Code of Conduct, electronic devices are to be properly concealed at all times in order to eliminate disruptions in the learning environment.
- Students are not to have markers, playing cards, or dice on campus.
- Students are not to eat or drink in classes or in the halls.
- Students are not to possess or consume alcoholic beverages or controlled substances (counterfeit and/or look-alikes) on campus or at any school-sponsored activity. Students who violate this rule will be suspended in accordance with the school system's discipline policy.
- Students and their parents will be responsible for the expense of repairing any willful defacement or damage to school property.
- Incidents of stealing, cheating, gambling or any form of extortion will be handled in accordance with school board policies.
- Students are to be respectful of faculty, staff and students at all times. Behavior that physically or verbally threatens the security, safety, or well-being of others will not be tolerated.



## Attendance Policy

### RESPONSIBILITY OF PARENT

- Students are required to be on time for school. It is the responsibility of the parents or guardians to make sure that their children arrive on time each day.
- Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from a parent or guardian meets the following State guidelines: illness, death in the immediate family, inclement weather (as determined by the principal) which would be dangerous to the life and health of the child, legal quarantine, emergency conditions as determined by the principal, and prior permission of the principal and consent of the parent or guardian. The note or doctor's excuse must be sent to school *within three (3) days* of the student's return to school to be counted as an excused absence.
- On the fifth unexcused absence, a referral will be made to the Early Warning Truancy Program. Attendance at the Early Warning Truancy Program shall be mandatory except where prior arrangements have been made or an emergency exists.
- A written note from a parent or guardian, as described above, will excuse absences for up to but not exceeding *four (4) absences each quarter*. Further absences will require a doctor's note in order to be coded excused.
- Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each school year.
- Prior permission must be obtained from the principal in order for absences for out-of-town trips to be excused.
- Students must be in attendance one-half of the instructional day to be counted present. An early dismissal before  $\frac{1}{2}$  day ( $3\frac{1}{2}$  hours) or a tardy after  $\frac{1}{2}$  day is counted as an absence. Tardies and early dismissals are strongly discouraged.

### EARLY DISMISSALS

Early dismissals occur when a student reports to school and leaves the campus prior to the end of the school day. The following are the policies and procedures concerning early dismissals:

- Early dismissals are issued by the office when either a parent sends a written request verified by a phone call from the office, or when a parent/guardian reports to the school in person.
- Written notice from a parent/guardian, including a phone number should be given to the homeroom teacher. The note will be forwarded to the office and a phone call to the parent will be made to verify the request. No early dismissal will be granted until verification can be made by telephone.

- No student will be allowed to leave the campus with anyone other than a parent/guardian unless that person is listed on the student's Emergency contact list as stated in INOW.
- An early dismissal slip will be issued to the student upon leaving campus.
- The day following an early dismissal, the student is to show the early dismissal slip to the teachers whose classes were missed. If the student has a doctor's excuse, it should also be shown. If not, the early dismissal will count as a parent note.
- Classes missed due to early dismissals are recorded as absences and may count toward the four absences per term (quarter).
- Early dismissals will not be honored on the day preceding a holiday; or on days when exams are being administered unless a parent comes to the school to sign the student out.
- The only exception to these rules will be in the case of extreme emergencies. Parents are requested to schedule all medical and dental appointments for their children after the regular school day.
- **No early dismissals will be granted after 2:00 p.m. each day due to busses and car line procedures lining up in a safe-orderly manner.**

#### **EARLY WARNING TRUANCY PROGRAM**

- Parents and students will be referred to the Early Warning Truancy Program on the fifth (5th) unexcused absence and on the fifteenth (15th) tardy to school. Referral to the program includes the following steps:
  - The parent will receive official notification by U.S. Mail. The notice will require the parent and students to report to the Municipal Court located at the City/County Government Plaza.
  - The parent and student will meet with the Attendance Officer and the District Attorney. The Attendance Officer will review the system's Attendance Policy; the District Attorney will review the State of Alabama's Attendance Laws and consequences of breaking the laws.
  - If the parent and student fail to appear at the scheduled Early Warning Truancy Program, the parent shall receive legal notice and a court referral.

## **GRADE RETENTION RESTRICTED ON THE BASIS OF EXCESSIVE, UNEXCUSED ABSENCES FROM SCHOOL**

- Students are responsible for reporting to school and to each class in accordance with their approved schedules.
- Teachers shall be responsible for checking the rolls daily in their assigned classes and properly recording the student's attendance.
- A student approved by the principal or his designee to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
- The principal shall notify teachers in advance about students who will be attending approved activities and who will be counted present.
- **A student absent from class more than *four (4) unexcused days per term (quarter) and considered truant will be placed on a GRADE RETENTION CONTRACT unless otherwise approved by the principal. Four (4) tardies to the same class shall constitute one (1) absence for said class. The parent/guardian, student, and administrator will sign a GRADE RETENTION CONTRACT if the student has excessive absences and is endanger of not passing multiple courses (A copy of the GRADE RETENTION CONTRACT is on the following page).***
- In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school. **If the student is planning a medical leave of absence (i.e. surgery, medical treatment), he/she is required to complete a Planned Medical Leave Contract (see counselor and/or school nurse).**
- The principal or his designee should make every reasonable effort to contact (by telephone or in writing) the parents of any absent students on the day of the absence.

# Lott Middle School



Jason Golden  
Principal

17740 Celeste Road Citronelle, AL 36522  
Phone :( 251) 221-2240 Fax: (251) 221-2247

## GRADE RETENTION CONTRACT 2016-2017 SCHOOL YEAR

This contract is being signed by both the parent and the student, \_\_\_\_\_, because he/she is in danger of failing multiple classes and issued GRADE RETENTION at Lott Middle School.

My child is being placed on contract for the following:

\_\_\_\_\_ Attendance Issues:

\_\_\_\_\_ Academic Issues:

Excused Absences: \_\_\_\_\_

Unexcused Absences: \_\_\_\_\_

Tardies: \_\_\_\_\_

Courses Failing: \_\_\_\_\_

\_\_\_\_\_

By signing I have met with an administrator and understand my child must attend school daily and be in every class ON -TIME. If \_\_\_\_\_ does not, he/she will NOT pass the above mentioned course(s). The student will have to repeat the entire grade next school year. It is our goal to educate all of our students. Please take advantage of all opportunities afforded that will ensure your student's success (re-teach/re-test, after-school tutoring, extended day tutoring).

Parent Name (Print): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The principal or designee shall notify the parent or guardian of the student's attendance record after the first (1st) day of unexcused absence per term. This should be documented and kept on file for future reference.
- On the fifth (5th) day of unexcused absence per term the principal shall notify the parent or guardian of the student's failure because of excessive absences and his/her right to bring evidence as to why GRADE RETENTION CONTRACT will be issued. This notification shall be in writing, by U.S. Mail, and shall provide an opportunity for a conference as well as information regarding the parent's right to an appeal to the Superintendent, provided this cannot be settled in the conference.
- In cases where extreme emergencies exist and can be verified, the principal may extend the maximum number of unexcused absences per term that a student may accumulate a passing grade if the GRADE RETENTION CONTRACT is upheld and all terms are honored by the parent and student.
- The parent or guardian may appeal a decision of GRADE RETENTION for any individual student based upon excessive unexcused absences to the Superintendent by writing the Division of Student Support Services, setting forth the reasons for the absences and attaching any supporting documentation. The appeal is to be considered by a three member panel consisting of an Attendance Supervisor or Attendance Officer, a representative of the Division of Curriculum and Instruction, and the Executive Director of the Division of Student Support Services or her/his designee. The Committee can exercise one of the following:
  - Uphold the principal's decision and retain the student in same grade.
  - Reject the principal's decision and pass student to following grade.
  - Approve or revise the principal's offer of a Contingency Plan.
- The principal shall develop and implement local school procedures necessary for the proper implementation of these procedures. Each teacher shall be provided a copy of the local school procedure. Included in these procedures will be written notification to parents outlining their right of appeal.

### **MAKE-UP WORK**

Make-up work is defined as any assignment or test, which was assigned when a student was not present in class due to an excused absence or early dismissal. Students and parents should remember that much of the instruction a student misses when absent (lecture notes, class discussion, and teacher explanation) cannot be made up. The following are the policies and procedures concerning make-up work:

- It is solely the student's responsibility to request make-up work and tests from the teacher within two days of their return to school. Arrangements will be made at the teacher's discretion.

- For advance notice absences (field trips, school activities on or off campus, etc...) the student must request the make-up work **BEFORE** the absence occurs and return to class with all the work completed.

## **EMERGENCY SITUATIONS**

In the event of an emergency situation requiring the rapid evacuation of the building, the fire alarm will be used, and students will follow fire drill procedures. In situations requiring less rapid evacuation, directions will be given to the school population over the intercom.

## **ACCIDENTS**

Any accident, which occurs on school property, must be reported immediately to the teacher in charge or to the main office. If a fellow student is injured and no teacher is present, students must secure help from an adult or the main office before attempting to aid the injured student.

## **SEVERE WEATHER PROCEDURES**

In the event of tornadoes and other severe weather alerts; a signal will be given by repeated short rings of the school bell for several minutes. Upon hearing the signal, students should leave the classroom and proceed to their designated area immediately. At the designated area, students are to assume the position of greatest safety by crouching on knees against the wall, head down, with hands locked at the back of the head.

## **FIRE DRILLS**

Fire drills will be signaled by the sounding of the fire alarm system. Upon hearing the alarm, students will file quietly and orderly out of the classrooms and building following a route designated by the fire drill plan, which is posted in every room of the building. Upon reaching the designated area outside the building, the teacher will check the roll and report any missing students to the administration. Teachers and students are not to return to the building for any reason until the all-clear signal has been given. The all-clear signal will be a ringing of the bell. Fire drills will be held monthly and may be announced or unannounced.

## **LOCKDOWN**

In the event of an emergency where the safety of students would be jeopardized if normal evacuation procedures were followed, then the school will enter into “lockdown” mode. Students and faculty will follow “lockdown” procedures until the building has been secured and returned to “normal” mode.

## **FIRST AID/EMERGENCY CARD**

- A medical emergency card is completed for each student who enrolls at Lott Middle School. The card indicates the address, telephone numbers, doctor, and person to contact in the event of an emergency. Parents are requested to keep the card up-to-date by notifying the school of any changes. Chronic illnesses should be reported to the nurse and administrative staff in the main office.
- The first aid room is for the temporary relief of minor aches and pains of students. Any student who is sick will be sent home. We expect the parent to accept the responsibility of coming to the school and picking up sick students. Students with minor illnesses will be dealt with within the guidelines and sent back to class.
- Students who are ill are to have their teacher call the office and a parent/guardian will be called to pick up the student. Students are not to stay in the restroom because of illness. This will be considered “cutting class”. There is a restroom available in the first aid room. If the student is too ill to report to the office, he/she should send someone for help.
- Students who must take medication prescribed by their physician must follow this procedure:
  1. A parent/guardian should bring the medication to the main office in its original prescription container before school and leave it with the nurse. Mobile County Public School System medication form must be completed by a parent/guardian and be on file in the office before any medication may be administered.
  2. Students will be escorted by the nurse to the first aid room for the time at which they need to take their medicine.
  3. Medicines are to be taken in the presence of an adult staff member. Over the counter medications cannot be kept at school.

## **TELEPHONE CALLS**

Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to **emergency situations only. No student will be allowed to use the office telephone. Office personnel will make all telephone calls.**

## **SCHEDULE CHANGES**

Schedule changes will be addressed under the following conditions:

1. If a mistake is made by the Administration in scheduling the student. For example: 2 science classes or missing a required class.)
2. No schedule changes will be made after the second week of the class term.

## **Progress Reports**

Progress reports are issued to all students at mid-term throughout the school year by each classroom teacher. These reports are to be taken home, signed by the student's parent/guardian and returned to the school.

## **Pregnant Students**

The school system shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate program or activity that is offered for students who are pregnant or have given birth to a child or have had a false pregnancy, or terminated pregnancy or are recovering there from.

The school requires any student who is pregnant or has given birth to a child or has had a false pregnancy, or a terminated pregnancy or is recovering there from to obtain the certification of a physician that she is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

Any student who is pregnant or has given birth to a child or has had a false pregnancy, or a terminated pregnancy or is recovering there from shall be treated in the same manner as any other student who is absent for medical reasons.



## **ASSEMBLIES**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. There is an obligation of courtesy that each student at Lott Middle School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. As young adults you are expected to:

- Follow assembly instructions as given to you by a teacher or administrator.
- Honor and respect the dignity of the program.
- Avoid talking, yelling, clapping or indicating your approval or disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
- Remember, you are NOT responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
- If a student is removed from an assembly program for behavior reasons, he/she will forfeit his/her right to attend future programs.

## **PARENT CONFERENCES**

Parent/guardian conferences are welcomed at Lott Middle School. An appointment made in advance enables teachers and staff members to plan more productive conferences. The teacher planning period is the ideal time for these conferences. All parents are to report to the office and the teacher will be notified that you are present for the scheduled conference.

## **STUDENT-PARENT RESPONSIBILITIES FOR CARE OF STATE OWNED TEXTBOOKS**

All textbooks issued are the property of the State of Alabama and the Mobile County Public School System and shall be retained for normal use only during the period students are engaged in the course of study for which textbooks are selected.

Textbooks issued to students may be used in the same manner and to the same extent as though such textbooks were owned by the student, except that students must recognize their responsibility for the proper care of textbooks checked out to them by observing the following practices.

- Keeping the textbook clean outside and inside
- Refraining from marking in the textbook with pen or pencil

- Keeping the pages free of finger prints
- Avoiding turning down, tearing, or otherwise damaging pages
- Refraining from placing the textbook where it may become soiled or damaged by the weather
- Keeping the textbook protected with a book cover
- Maintaining the legibility of the textbook identifying number stamped on the inside front cover of the textbook
- Parents and students must accept liability for any LOSS, ABUSE, OR DAMAGE, in excess of that which would result from normal use.
- No textbooks or schedule will be issued to any student until all charges for lost and/or damaged textbooks have been paid.
- All textbooks must be returned to the issuing school by the student when he/she is promoted or transferred and when he/she terminates his/her attendance for any reason.

#### **USE OF LIBRARY MEDIA CENTER**

Students, teachers, librarian, and media specialist have planned these rules to be fair and courteous and to protect the majority of the students' rights.

- The library media center will be open from 7:30 a.m. to 2:40 p.m.
- Each student entering the library media center during school hours must have a pass or come with a teacher.
- All library media materials must be checked out before taking them from the library. No magazines or reference books are to be taken from the library media center unless they are checked out at the circulation desk.
- A student whose library media record is not clear will not be issued additional books. Students must never sign another student's name.
- Please return books on time as other students and teachers need to use them.
- No food or drinks allowed in the library
- **STUDENTS MUST HAVE A PARENT CONSENT FORM COMPLETED AND ON FILE BEFORE BEING ALLOWED ACCESS TO THE INTERNET**

## Academics First

### ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION (Academic Rule)

- Eligibility shall be determined on the first day of the school year and shall remain in effect for one (1) complete school year. A student may become eligible at the end of 1st Semester (Term). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Students entering Grades 7 and 8 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.
- Students promoted to the seventh grade for the first time are eligible.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION (ACADEMICS FIRST)**

- For purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve it as an extension of a course(s) requirement(s) and it is a sanctioned event by a state/national subject matter association. Student participation in extracurricular activities through math, science, band, choral music, and other courses offered by the school at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, Christmas parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate. If a performance is included as part of the curriculum the student must meet Academics First Regulations in order to perform. Students who fail to meet eligibility requirements may be required to complete additional assignments in lieu of performance requirements to receive credit. This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year. The local Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control. Effective for all students in Grades 8-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 2005-2006 school year and the 2006 summer school, and shall remain in effect for

each succeeding year in the same format as described herein and as is specifically provided in the subsection (b) below. This policy applies to all students in Grades 7-12.

- Definitions
  - Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s).
  - Regular curricular activities are defined as those that are required for satisfactory course completion.
- Eligibility Requirements
  - Student entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, Science, Social Studies and Mathematics with a composite numerical average of 70. Students entering Grades 7 and 8 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. A semester is defined as  $\frac{1}{2}$  of a school year as defined by the Board's adopted school year calendar.

# Mobile County Public Schools Acceptable Use Policy 2016-2017

## Introduction

Mobile County Public Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Mobile County Public Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Mobile County Public Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## Technologies Covered

Mobile County Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Mobile County Public Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

## Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit

of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

Mobile County Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### **Email**

Mobile County Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Mobile County Public Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Mobile County Public Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they

should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. ● Try to find ways to circumvent the school's safety measures and filtering tools. ● Use school technologies to send spam or chain mail. ● Plagiarize content I find online.
- Post personally-identifying information, about myself or others. ● Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities. ●



Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Mobile County Public Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Mobile County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Mobile County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
  
- Legal action and/or prosecution