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MISSION STATEMENT

The mission of the Sylacauga City Schools, in partnership with families and the community, is to prepare graduates who are ready for college, career, and community success.

BELIEF STATEMENTS

In order to accomplish our mission, the Sylacauga City School System is committed to these beliefs:

- High expectations are necessary to achieve goals and expand opportunities for all.
- Education is a responsibility shared by families, schools and the community.
- Safe, innovative, student-centered schools optimize student success.
- Exemplary teachers, leaders, and staff who are well resourced and supported are essential for effective schools.
- Rigorous, relevant curriculum and diversified instruction maximize student achievement.
- Effective schools operate with equity, accountability, and fiscal responsibility.
- Effective schools inspire trust, invite collaboration, and are valuable assets to our community.

NLMS MOTTO

“Reach for Success”

Respect
Excellence
Achievement
Caring
Honor

PEOPLE WHO CAN HELP YOU

Debbie Barnett	Principal
Heath Harmon	Assistant Principal
Donnie Guinn	Assistant Principal
Wendy Arnold	Counselor
Cynthia Pruitt	Counselor
Martha Zedaker	Secretary
Jackie Forbus	Bookkeeper

Tracy Abernathy	School Nurse
Vicki Hill	Lunchroom Manager

SYLACAUGA BOARD MEMBERS

Mrs. Melissa Garris (Pres)	256-207-0979
Mrs. Amy Price (VP)	256-404-4511
Mr. Steve Marlowe	256-245-4295
Mrs. Jeannie McGhee	256-245-6488
Mr. Scott Stewart	256-245-9197

SCHOOL ADMISSION

Students who apply for enrollment in a Sylacauga City School must attend school in the attendance zone where they reside with a parent or legal guardian as granted by the Talladega County District Court or other appropriate court. It is the parent /guardian's responsibility to provide school officials with verifiable student information and to notify the school immediately in writing of any changes of student information. Failure to comply with this requirement will result in an investigation and appropriate action, i.e. withdrawal of student from school, tuition fee, report to court officials, and/or the Department of Human Resources, etc.

All transfer students must be in good disciplinary standing from their previous school(s) with no outstanding suspension or expulsion offenses pending. Sylacauga City Board of Education honors suspensions and expulsion from other official Boards of Education. Students transferring from a non-accredited school will be required to secure an application from the school system and take an achievement test at the local school. If a student scores lower than said grade level, the counselor and principal will place the student appropriately. A non-accredited school is one that has no accreditation by a State Department of Education or a regional accrediting institution (i.e. SACS) including private tutors.

The parent/legal guardians of children enrolling in grades K-12 shall provide the following:

1. Parent/Guardian Picture Identification
2. Birth Certificate
3. Parent/Legal Custodial Documentation
4. Documented Proof of Immunization as required by state law
5. Withdrawal form and transcript from previous school

Proof of Residency-

ALL STUDENTS MUST PROVIDE TWO FORMS OF RESIDENCY

If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation: 1) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend; 2) Notarized statement must state the name of the relative/friend that is on the relative/friend's proof of legal residence; 3) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence; 4) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and 5) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence.

If none of the above is available, then the school may use other documentation to verify residence. A home visit can be made by school staff should there be questionable documentation.

All students are subject to home visits by the Executive Director of Learning Support Services and/or School Resource Officer.

All migratory, ELL, and homeless children as defined by the Stewart B. McKinney Homeless Act 1987 must have access to the same free appropriate public education, including public

preschool education provided to the other children and youth, and will not be denied enrollment regardless of status of legal residence.

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994, No Child Left Behind Act of 2001, and the Stewart B. McKinney Homeless Assistance Act, all homeless, migratory, and ELL children must have equal access to the same free appropriate public education, including public preschool education provided to the other children and youth. This shall be the policy of the Sylacauga City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers: 1) Lack of birth certificate; 2) Lack of school records or transcripts; 3) Lack of immunization or health records; 4) Lack of residency requirements; 5) Lack of transportation; 6) Guardianship or custody requirements

If any disputes arise, we will follow the procedures and guidelines that are found in SCS student code of conduct.

PARENTAL INVOLVEMENT

NLMS takes great pride in the active role parents assume in assisting students in attaining their highest potential. Active parental involvement in each student's education is one of our primary goals.

NLMS has a PTO that is a vital and valued part of our school. We encourage each parent to join the PTO in August. Research indicates when parents volunteer and become involved in the school, significant differences in the progress of the child are made. We are very grateful to our teachers and parents in the PTO.

PTO (Parent Teacher Organization) 2014 – 2015

Anna Proctor (Co-Pres.)	256-208-0434	Candice Friday (Sec)	256-540-7891
Connie Tankersley (Co-Pres.)	256- 245-8559	Christie Hodges (Treasurer)	256-245-1473

SCHOOL VOLUNTEERS

School volunteers are encouraged to become involved in the educational programs as well as other events and activities at Nichols-Lawson Middle School. The principal and/or his designee may appoint individuals as volunteers to assist in the school. The principal and/or his designee along with the teacher or event sponsor will provide specific assignments for the volunteers. We ask that all volunteers adhere to the following guidelines while volunteering at Nichols-Lawson Middle School.

Volunteers are asked to consider CONFIDENTIAL whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress with his/her own parents.

Volunteers are asked to ensure their attire is neat and appropriate while working on the tasks assigned. Your speech, physical contact, and behavior should serve as good models for the students. Keep in mind that you are in a position to set a positive example for students. Accordingly, your appearance and behavior should attract no undue attention.

Volunteers are asked to work under the direct supervision of the school's professional staff. The district is responsible for the education, safety and well-being of each student. For this reason, the teacher or principal or office staff must dismiss any volunteer whose actions may not be in the best interest of the school or students.

VISITORS

Visitors, especially parents, are always welcome at our school. However, the keyless entry system requires visitors to press the office call button at the entrance. This will be followed by a voice response from the front desk and an electronic signal opening the door. Visitors are expected to face the surveillance camera at the left and report to the office to secure a pass after entering and are expected to provide a driver's license. Visitors should not enter at any other door of the school building without front office authorization. Unauthorized persons will be subject to the Alabama trespass law.

GENERAL INFORMATION

The following guidelines are intended to assist students and parents in understanding the different facets of life at Nichols-Lawson Middle School. No handbook can cover all questions concerning school rules and regulations, but it is this handbook's intent to answer as many questions as possible. When a situation develops which is not covered, the administration will work to solve the problem in the fairest way possible.

ALCOHOL AND DRUGS

Any possession, use, or sale of drugs (this includes copycat or look-alike drugs) or alcoholic beverages on school grounds, at school functions (in or out of town), or on school buses is prohibited at ALL times. Breaking this rule will result in immediate disciplinary action and may cause local law enforcement personnel to become involved. (For any other questions, refer to the discipline section.)

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students bring articles which are a hazard to the safety of others or which interfere in some way with school procedures. Such items include, but are not limited to – stuffed animals, blankets, toy guns, yo-yo's, balloons, bandannas, water pistols, skateboards, bean shooters, sling shots, tobacco products, electronic games, radios, stun guns, mace, tapes, CD's, CD players, walkmans, pagers, MP3 players, IPODS, head phones (BEATS), laser lights, weapons, inappropriate magazines or books, and hats. Any of these and other prohibited items will be confiscated and will be released only to parents.

Walkers:

Students are allowed to walk to/from school, as long as they adhere to the following procedures:

1. Walkers are required to bring written notification from parent/guardian stating permission to walk to/from school, home, or other designated location.
2. Walkers are to be dismissed and escorted along with car riders by their perspective teachers.

3. Walkers are to exit along with car riders and leave the school campus immediately.

Bus-Rider Rules:

1. Students should sit down in the appropriate bus area.
2. Students may not have cell phones, food, candy, gum, or drinks in the bus area.
3. Students will line up when their bus number is called.
4. Students will not load until the bus comes to a complete stop and the bus door opens.

Car-Rider Rules:

1. Students should remain seated while waiting for their ride.
2. Students may not have cell phones, food, candy, gum, or drinks in the car-rider area.
3. Students must keep the walkway clear.
4. Students must be picked up at the designated area. Students are NOT allowed to be picked up in the faculty parking lot or at buildings or churches near campus.
5. Students must be picked up from the office after 3:00
 - a. **Students should be picked up no later than 3:00 pm.**

For further information regarding bus and car riders, see the section on “Campus Entrance/Exit.”

Students who ride bikes or motorcycles to school should park them in the designated areas. For your protection, it is suggested that you lock your vehicle.

CAFETERIA (Grade-A Lunch)

Students.....	\$2.25	Breakfast.....	\$1.25
Reduced.....	\$.40	Reduced.....	\$.30
Staff.....	\$2.75	Staff ..	\$1.75
Guest.....	\$4.00	Guest	\$2.25

Lunch menus are posted on the school website each month. A salad or deli sandwich plate is an alternative to the regular Grade-A lunch for the same price.

Some students may be entitled to free or reduced lunch and may obtain an application from the office. Money may be placed in the student’s lunchroom account on any day by obtaining a lunchroom money envelope. Students are encouraged to keep money in their lunchroom account.

NO GLASS CONTAINERS ARE PERMITTED IN THE CAFETERIA OR IN THE GYMNASIUM.

CAMPUS ENTRANCE / EXIT

Students may enter the building after 7:10 a.m. daily. Bus riders should unload at the designated bus zone and enter the building through the doors at the designated bus zone. Car riders must enter the building through the doors by the lunchroom. **UPON ENTERING THE BUILDING, STUDENTS MUST REPORT TO THE GYM AND SIT BY 1st PERIOD Class. IF STUDENTS ARE EATING BREAKFAST, THEY SHOULD IMMEDIATELY REPORT TO THE CAFETERIA. STUDENTS MUST HAVE A TEACHER PASS IN ORDER TO BE IN OTHER AREAS OF THE SCHOOL BEFORE 7:35 a.m.**

Students must clear the building by 3:00 p.m. unless remaining for an extracurricular activity in an assigned area. Walkers should exit the building at their designated time and location and leave the campus immediately. Car riders should exit the building and report to their designated area.

CHECKOUT PROCEDURE

No students will be allowed to leave campus without permission of a parent. If parents work out-of-town and cannot be reached by phone, an emergency number must be left at the office for use in emergencies.

If a student needs to check out for any reason, he/she should obtain a hall pass from his/her teacher. He/She should go to the office and talk to the principal, assistant principal, school nurse or secretary who will talk directly by phone to a parent or guardian.

Parents/Guardians may be required to present photo identification and to sign students out when checking them out of school and/or when picking students up from school. Parents/Guardians are required to go the office to pick students up (for example, if a parent is not picking a student up in the daily procedure for dismissal).

When a student checks out for a doctor or dentist appointment, a doctor or dentist excuse must be turned in at the front office when that student returns to school. Failure to do so will result in an unexcused absence.

COUNSELING PROGRAM

The developmental guidance and counseling program is an essential and integral element in the total education program at NLMS. Guidance and counseling includes planned sequential programs tailored so that each student can maximize his/her talents for learning and growth. These programs include: individual and small group counseling, classroom guidance, academic guidance, crisis intervention, career awareness activities, coordination of standardized testing, parent and school consultation and conferences, special needs screening and gifted/talented identification.

The middle school counselor helps students make the transitions from elementary to middle school and from middle to high school. The guidance department strives to provide diverse and developmentally appropriate opportunities for NLMS students to be academically successful, capable, increasingly self-reliant and resourceful. The counseling program uses a collaborative approach with input and support from teachers, students, parents, and community representatives. Guidance services are available to all students at NLMS.

EMERGENCY CONTACT

Parents must provide telephone numbers where they or adult relatives may be reached in the event of their child's illness or injury.

Because emergencies may arise, please keep addresses and telephone numbers current in the office. If your child needs emergency care and you or another person you named cannot be reached, we will call EMS. Parents are responsible for paying any medical bills from EMS and the hospital they use.

ELIGIBILITY FOR PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

A student is ineligible to participate in Middle School interscholastic athletics if they reach their 16th birthday prior to September 1, of the current school year. A student is also ineligible to participate in eighth grade interscholastic athletics if they reach their 15th birthday prior to September 1, of the current school year. A student is also ineligible to participate on a team, or in a game, composed only of seventh grade students if they reach their 14th birthday prior to September 1, of the current school year.

A student must have passed a minimum of five subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade during the last year in attendance in order to be eligible during the current school year. Students promoted to the seventh grade for the first time are eligible.

A student must be taking at least five new middle school subjects (subjects not previously passed) in order to be eligible.

These are the rules of the Alabama High School Athletic Association, which must be observed by all member schools. NLMS has additional expectations regarding both academics and conduct for student athletes. For detailed information, consult the student athletic handbook.

ATHLETICS

- | | |
|--------------------------------|------------------------------|
| Baseball | Golf |
| Basketball (Boys & Girls) | Soccer (Boys & Girls) |
| Cheerleading | Softball (Girls) |
| Dance Team | Volleyball (Girls) |
| Football | Track & Field (Girls & Boys) |
| 4H Skeet & Trap (Boys & Girls) | Tennis |

Tryouts for Cheerleading and Dance Team take place during the spring for both current and incoming students. Sign-ups for all other athletics will be announced during the school year.

CLUBS AND ACTIVITIES

- | | |
|--|--------------------------------------|
| Builders’ Club | National Junior Honor Society |
| Future Business Leaders of America (FBLA) | Student Council |
| Fellowship of Christian Students (FCS) | Technology Student Association (TSA) |
| Family, Career, Community Leaders of America (FCCLA) | 4H Club |
| | AVID |

Meeting times and dates will be announced. Individual club sponsors will circulate requirements and fees for the different clubs.

FEES

Every student will have the opportunity to rent lockers in which to keep their materials. The locker fee should be paid to the 1st period teacher. Receipts should be shown to the PE teacher to receive a locker for physical education. Other fees are paid to the teacher of that class.

- | | | | |
|------------------------------|---------|----------------------------------|----------|
| Agenda, Locker, Binder | \$20.00 | English materials donation | \$ 10.00 |
| Related Arts donation..... | \$ 5.00 | PE Uniform..... | \$15.00 |

Band.....\$25.00 Math/Science materials donation.....\$ 5.00

6th grade students will not be required to dress out for PE and consequently, not issued a PE locker. However they must wear appropriate shoes (i.e. tennis shoes) for activities. 8th grade students may use last year's PE uniform. A new uniform may be purchased if you desire.

GRADING SCALE

This section is included to acquaint students with the grading procedures at Nichols-Lawson Middle School. Grades will be sent home at mid-term and at the end of each nine-weeks. These computer-generated sheets must be signed by the parents and returned to the school by a given due date. For the last grading period, grades will be mailed home. The school cannot accept responsibility for grade reports lost in the mail.

Grading Scale:

90-100	A Excellent
80-89	B Good
70-79	C Average
60-69	D Poor
Below 60	F Failure

Pre-AP ENGLISH, SCIENCE, AND MATH CLASSES

The Pre AP classes are offered in an effort to transition our students to Sylacauga High School adequately prepared to begin AP classes there. Participation in these classes is based on the previous year's performance in English, Math, Science, ASPIRE, STAR scores and teacher recommendation. Pre AP classes are offered in Math and English in all grade levels. Science is offered to 7th and 8th grades.

ALTERNATIVE SCHOOL PLACEMENTS

The alternative school programs are designed for students who are not able to function in the structure of a regular school setting or who are potential dropouts. The board authorizes the Superintendent to establish programs of instruction for students while meeting academic and/or behavioral needs in a structured educational environment removed from the normal school setting. See program rules and guidelines in the Student Code of Conduct.

INTERNET ACCESS:

Students and parents can access information regarding grades and assignments through the Internet using

Step 1: Go to <http://www.sylacauga.k12.al.us/>

Step 2: Select the **Students** or **Parents**

Step 3: Select **INOW** or **INOW Parent Portal Log-In**

Step 4: When security box appears use:

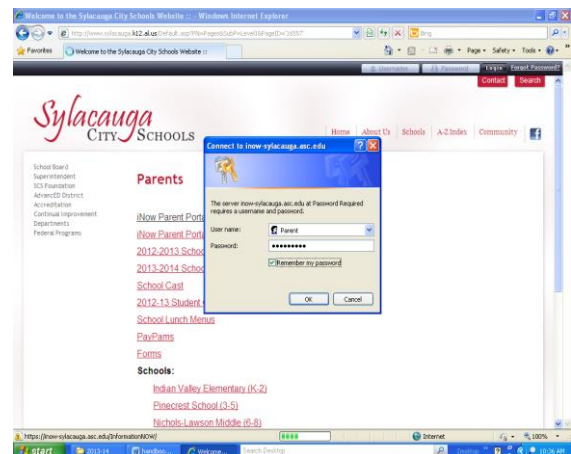
Username: **Parent**

Password: ***Inow2011**

This step will be required every time you log into this site on a different computer.

Step 5 (optional): Select **Remember my**

credentials will only apply to your computer



Step 6: Select the **OK** button

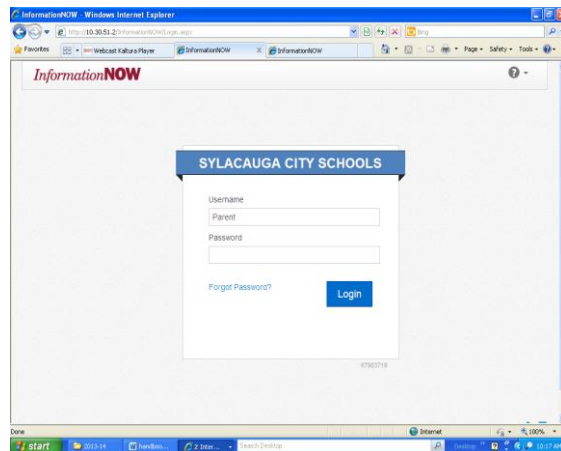
Step 7: Enter unique username and password given out by school system. Select the Login button.

1. The temporary password must be changed after the initial login.

2. Type **Parent1** in the Old Password field

3. Type a new password in the New Password field. New password must be a minimum of 8 characters in length. New password must contain at least one number and one letter. New password must not be the words "password", "pass", or "word" and cannot be the same as the username.

4. Retype new password in Retype New Password field



LIBRARY/MEDIA CENTER

All students are encouraged to use books and audio/visual material from the library/media center. Each student is personally responsible for books or audio/visual material checked out in his/her name. All books must be checked out at the circulation desk before they are used and returned to the circulation desk upon finishing. Books can be checked out for one week or two weeks. If he/she has not finished it, he/she can recheck the book. Reference books such as encyclopedias, dictionaries, reserve books, and magazines are not to be carried out of the library/media center. Reserved books may be checked out at 2:30 p.m. for overnight use and must be returned by 8:00 a.m. the next morning. A fine of five cents per day will be charged for overdue books. This does not include weekends. A book cannot be renewed or another checked out if a student owes a fine of over a \$1.00. You may check out two books at a time. If a book is lost, the student should report this immediately to the librarian or library assistant. Please handle all library materials with care. Do not cut or tear articles or pages from books or papers. There should always be a quiet atmosphere in the library/media center so students can study.

LOCKERS

Lockers are assigned to each student by their 1st period/homeroom teacher at the beginning of the school year. Students may go to their lockers between class periods. Students should not take their book bags to any classroom without authorization.

Anyone who needs to go to their locker any other time during the day should secure permission from their teacher or from the office. Lockers remain under the jurisdiction of the school, which reserves the right to inspect them. Students should not share a locker or give their locker combination to other students. Any theft or locker vandalism should be reported to administration. **SCHOOLS ARE NOT RESPONSIBLE FOR LOST and/or STOLEN ITEMS, INCLUDING TEXTBOOKS OR CELL PHONES. KEEP ALL VALUABLES AT HOME.**

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or administration by telephoning the school office. The appointment will be scheduled during the planning period of

the teacher or teachers involved. Students are encouraged to have their parents talk to any member of the staff whenever necessary.

PUPIL ATTENDANCE POLICY

The Alabama School Compulsory Attendance Law requires all students to attend school until the age of seventeen (17). All student absences shall be designated as either excused or unexcused. In accordance with the Alabama Administrative Code a parent or guardian must explain **in writing** the cause of every absence of students under his/her control or charge. Written excuses must be returned to school **WITHIN 3 DAYS** of the student's initial return to school. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

Any student enrolled in grades 6-8, who accumulates more than 10 absences during the year, is subject to being retained in the same grade the succeeding year. Absences beyond 10 must be documented with a doctor's or court excuse or permission of the principal.

Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences and tardies are either excused or unexcused. **Note: It is the parent's responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.**

“Excused Absences and Tardies” are defined as the following:

1. Student illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
2. Serious Family Illness – Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family – Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays – Students will be temporarily excused from attendance on special and recognized religious holidays.
5. Professional Appointments – Will be excused with note from the doctor.
6. School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building. However, any work missed must be made up.
7. Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. School Closing – Weather or emergency.
9. Legal – Will be excused with documents from court officials.
10. Permission from the principal.

“Unexcused Absences and Tardies” are defined as the following:

An absence or tardy for a reason not covered in the provision described under “Excused Absences and Tardies” will be unexcused (example: Overslept, traffic, missed bus, etc.) It is the parents’ responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. **A phone call to the school about an absence is not sufficient documentation.** The State of Alabama requires a written note on file **WITHIN 3 DAYS** upon a student’s initial return to school. Each note must contain the following:

- Child’s full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

Students must attend 51% of the day to be counted present for the day. Parents or their designee must present a written explanation and sign their children in or out of school at the office when checking in or out.

Three excused tardies (check-ins and/or checkouts) will be considered one (1) excused absence. Three unexcused check-ins or check-outs will be considered one (1) day of unexcused absence counted toward the truancy program. Students with fifteen unexcused tardies or any combination of unexcused tardies/unexcused absences that accumulate will be referred as appropriate to the Truancy Program.

Truancy Program

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence – a letter will be mailed to the student’s home. Letter will be sent to the address on record at school. **If a student’s address changes during the school year, parents must inform school officials immediately.**
2. Third unexcused absence – a letter will be mailed to the student’s home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.
3. Fifth unexcused absence – School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student’s home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.
4. Seventh unexcused absence – School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.
5. Ten or more unexcused absences will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

Important: School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student's school career.

For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

UNEXCUSED TARDIES

If a student is tardy to campus, that student must first check in at the school office. Students who are late coming to school will be granted three excused tardies with no penalty per semester. However, parents must come into the school office to explain the circumstances. Unexcused tardies will be handled by the office. Suspension will result from excessive unexcused tardies. **If students arrive after the 7:40 tardy bell, they should report directly to the office for a tardy slip.**

*If a student is tardy to school because of a doctor or dentist appointment, an excuse from the doctor or dentist must be presented when the student checks in, or the tardy will be unexcused.

1-2 Unexcused Tardy	Student is warned
3 rd Unexcused Tardy	Student is warned and parent notification / One day unexcused absence counted toward truancy and will remain in student's truancy record
4 th Unexcused Tardy	Student is assigned Detention Hall
5 th Unexcused Tardy	Student is assigned 2 Days Detention Parent letter is sent home / Parent Conference-
6 th Unexcused Tardy	1 Day ISS / Parent Conference- / One day unexcused absence counted toward truancy and will remain in student's truancy record
7 th Unexcused Tardy	2 Days ISS / Parent Conference-
8 th Unexcused Tardy	3 Days ISS / Parent Conference- student returns to the beginning of the process
9 th Unexcused Tardy	1 Day OSS / Parent Conference- / One day unexcused absence counted toward truancy and will remain in student's truancy record

*The cycle begins again each semester with the exception of truancy records

PERFECT ATTENDANCE

Students should be in school all day (**NO** CHECK IN/OUT including tardies) and every school day (includes early dismissal days) to receive perfect attendance

SUMMER SCHOOL/PROMOTION POLICIES

Students must comply with the Sylacauga Board of Education attendance policies in order to be promoted. Students will be allowed to make up academic failures in summer school at the administration's discretion.

TELEPHONE USE

The telephone in the office is for business use. In case of illness, students are to report to the nurse's station. To use the phone, a student must have a pass from a teacher **and** ask permission from the office. Students are not permitted to call parents with their cell phone during the school day.

PROCEDURES FOR CELL PHONES AND OTHER ELECTRONIC DEVICES

The unauthorized possession or use of cell phones and other electronic communication devices during school hours and on school buses is prohibited. However, this policy does permit cell phones and other electronic devices to be left in a vehicle or a school locker, provided they remain in the vehicle or locker at all times while on school property. The use of cell phones and other electronic devices may be allowed with expressed permission from the principal or his/her designee after school hours, such as during or after extracurricular activities.

Cell phones and devices with photographic capabilities may also pose a threat to freedom of privacy, exploit personal information through use, and are a source of cheating. Possession of a cell phone or other electronic device during any standardized test (i.e., ASPIRE, ACT) may result in the test being invalidated and legal action being taken by the testing company.

Administrative responses for students who violate 2.15 of the STUDENT CODE OF CONDUCT may be as follows:

1st Offense - phone confiscated and returned to the parent/guardian the following day. The student will be assigned 1 day of In-School Suspension.

2nd Offense - phone confiscated and returned to the parent/guardian. The student will be assigned 2 days of ISS.

3rd Offense - phone confiscated and returned to the parent/guardian. The student will be assigned 3 days of ISS.

4th Offense – phone confiscated and returned to the parent/guardian. The student will be assigned 1 day of OSS.

Subsequent Offenses--

*If any alleged criminal violations have occurred using the cell phone or other electronic device, the device will be turned over to the juvenile authorities as evidence. Devices confiscated during administration of any standardized test may be picked up by the parent/guardian from the Executive Director of Learning Support Services at the Central Office of the Sylacauga City Board of Education after all test materials have been packaged and returned to the State Department of Education if the device is found to have no evidence of cheating or copyright violations. The Sylacauga City Schools shall not assume responsibility for theft, loss, or damage of a prohibited electronic device; in addition, the Sylacauga City Schools shall not assume responsibility for unauthorized calls, photographs, or audio/video recordings made on a cell phone or other electronic device. Nothing herein should be construed as limiting the extent of any administrative response the principal deems necessary under the circumstances of the violation(s).

TEXTBOOKS

Teachers will issue textbooks to each student. The teacher will record the condition of the book on a form when it is issued to the student. The form is signed and serves as a receipt for school records. The parent or guardian shall be held liable for loss, abuse, or damage to textbooks.

HALL PASSES

Students will be allowed to leave a teacher's room ONLY with a validated hall pass.

STUDENT ILLNESS AND MEDICATION

School officials will notify the parent immediately of any child who becomes ill while at school. Other than giving emergency first aid where it is required, teachers or principals will not give any medication.

If a parent works out-of-town, it is vitally important that they send a written letter to the school naming someone to be contacted to pick their child up from school when illness occurs. If under exceptional circumstances a child must take oral medication during school hours, and the parent or guardian cannot be at the school to administer the medication, only the school nurse and/or medication assistants shall administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent (guardian) and/or physician will be required and shall include –
 - A. Child's name
 - B. Name of medication
 - C. Purpose of medication
 - D. Time administered
 - E. Dosage
 - F. Possible side effects
 - G. Termination date of administering medication

*** No child should ever keep medicine with him/her during the school day.**
2. The nurse will—
 - A. Inform appropriate school personnel of the medication.
 - B. Keep a record of administration of medication.
 - C. Keep medicine in a secured area.
 - D. Return unused medication to parent only.
3. The parent or guardian of the child must assume responsibility for informing the principal of any change in the child's health or change of medication.
4. The school retains the discretion to reject a request for administration of medicine.

***A student will not be allowed to take ANY over-the-counter medication without proper parent authorization on file in the front office.**

SCHOOL DISCIPLINE

One of the most important lessons education should include is discipline. Students are reminded that they must follow all codes of good behavior or certain disciplinary actions will be taken, such as detention hall, conferences, corporal punishment, or suspension.

The school principal or assistant principal may suspend a student for good cause for a specific number of days, which will be counted in the Alabama School Register as unexcused absences. Ten (10) unexcused absences may result in a loss of credit for that year. If an offense is deemed serious enough, a student can be expelled with the approval from the Board of Education.

Morning Detention (D-HALL)

Each teacher will have a classroom management plan that will be distributed in their syllabus at the beginning of the school year. Any student whose actions are deemed worthy of a detention after interventions have been tried will be subject to receive a detention.

When a student fails to respond to an individual teacher's classroom management system, the teacher may assign Morning Detention. The detention form will serve as an indication that the student was told he/she was assigned Morning Detention. The teacher will give the white copy to the student and turn the remaining copies in to the principal. The teacher can assign detention on Tuesdays, Wednesdays, Thursdays, or Friday mornings beginning at 6:50 a.m. Parents are responsible for having the students at the school, and in detention by 6:50 a.m. ***Failure to attend Morning Detention or failure to work on assignments while serving*** can result in an additional day of MD. Failure to attend the second MD will result in assignment to one day of ISS. Failure to attend the second MD will result in assignment to one day of ISS. Students can be assigned more than 1 detention on the same day. If this happens, then the student will have to serve those detentions consecutively.

Multiple Class I offenses will result in Class II Offense. When the classroom intervention plan does not correct a student's behavior, the student should be referred to the office. If a student receives three detentions in the same nine weeks, ***the fourth detention will result in a Class II offense and student will receive 3 days of ISS.***

Process starts over quarterly.

Nichols-Lawson Middle School Disciplinary Ladder

Classification of Violations

Violations of the Student Code of Conduct are grouped into three classes (Class I, Class II, and Class III). Before determining the classification of a violation, the principal or his designee will consult with the students involved and school personnel. Once the classification of the violation is determined, the principal, or his designee will implement the disciplinary procedure. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student's rights shall be followed.

In the event that a suspension or expulsion is the potential result of the violation, the parent(s) or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. If the parent(s) or legal guardian(s) cannot be contacted immediately, the principal shall then inform them of the action by sending notice within twenty-four hours. Juvenile law enforcement authorities and the School Resource Officer (SRO) may also be notified and, if the situation warrants, the student shall be released to someone other than the

parent or legal guardian, then the parent or legal guardian shall be notified as quickly as possible of the action taken. In the event that the parent or legal guardian of the student cannot be located and an immediate suspension is required, (without the necessity of contacting juvenile or law enforcement authorities), the principal or authorized official of the school can remove the child from the school grounds to the location of the parent or legal guardian. If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school within twenty-four hours. Due process will be given to all students. Under no circumstances shall academic grades be used as a means of maintaining order in the classroom, nor shall student behavior be included in calculating academic grades. All academic grades shall reflect the most objective assessment of the student's academic achievement.

Disciplinary Actions

The Student Code of Conduct Violations are grouped into three classes: Class I - Minor Violations, Class II - Intermediate Violations, and Class III - Major Violations. Each classification is followed by a list of offenses and appropriate disciplinary sanctions which are to be implemented by principals and designees. Each **Level** is regarded as a higher rung on the discipline ladder and will result in more severe consequences.

Each classroom teacher should seek to correct general classroom disruption by taking in-class disciplinary action, by making a personal call to the student's parent(s), guardian(s), or custodian(s) when feasible, and/or by scheduling conferences with other school staff, and parent(s)/guardian(s)/custodian(s). Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or designee. Acts such as failure to bring notebook, pencils, books, or sleeping in class or similar actions are not causes for disciplinary referrals. These acts are covered on the classroom disciplinary **“Detention Hall.”** However, when students consistently exhibit such habits, their parent(s)/guardian(s)/custodian(s) are to be notified by school officials of such misbehavior.

Note: Morning Detention

The school has also implemented strategies for helping students build resiliency through intervention. The school guidance counselor will counsel with students who are frequently referred to the office for behavior problems, attendance issues, lack of familial support and who are prone to violence.

Class I Minor Violations

Class I Offenses include but are not limited to:

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local Board employee

- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Cheating or dishonesty in school work
- 1.15 Any other violation which the principal and/or designees may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class I: Disciplinary Sanctions

- Conference with student
- Verbal Reprimand
- Withdrawal of Privilege(s)
- Parent / Student / Administrator Conference
- Demerit(s)
- Temporary Removal from Class
- In-school Suspension
- Other sanction(s) as approved by the Board

Class II Intermediate Violations

Class II Offenses include but are not limited to:

- 2.01 Defiance, insubordination or refusal to follow appropriate directive from a school system employee
- 2.02 Vandalism/property damage
Theft of property – valued under \$250.00
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Anti-authority or gang related behavior
- 2.11 Unauthorized absence from school for a day or more
- 2.12 Written or verbal proposition to engage in sexual acts
- 2.13 Inappropriate touching of another person
- 2.14 Possession of and/or use of matches or lighters
- 2.15 Unauthorized possession and/or use of cell phones, camera, electronic pager or any other electronic communication device.
- 2.16 Dishonesty and cheating
- 2.17 Providing false information to a school system employee
- 2.18 Providing written or verbal false information about a school system employee
- 2.19 Possession, sale and/or use of a tobacco product
- 2.20 Bullying or Harassment
- 2.21 Cyber-bullying
- 2.22 Violation of Technology Acceptable Use Policy
- 2.23 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Disciplinary Sanctions

- Temporary Removal from Class
- Detention
- In-school Suspension
- Alternative education program
- Out of school suspension
- Referral to outside agency
- Expulsion
- Any sanction(s) included in Class I and other sanction(s) as approved by the Board

Class III Major Violations

Class III Offenses include but are not limited to:

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property – valued at \$250.00 or more
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing and/or igniting explosive device
- 3.14 Unlawful use, sale, purchase, furnishing or giving, or possession of illegal drug, drug paraphernalia or alcoholic beverage, or being under the influence of illegal drug or alcoholic beverage
- 3.15 Accessing or changing information in school computers to benefit one's self, or to endanger or cause harm to another individual
- 3.16 Any other offense which the principal and/or designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.17 Crimes as defined under the laws of the city, state of Alabama or United States

Disciplinary Sanctions

- Out of school suspension
- Alternative education program
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Any sanction(s) included in Class I and Class II and other sanction(s) as approved by the Board

DRESS CODE

Nichols-Lawson Middle School is concerned about the dress and appearance of our students. It is our belief that dress and grooming have a bearing on behavior and the learning environment of the school. It is hoped that our parents and students will assume the basic responsibility of adhering to good taste in the dress and appearance of students.

If faculty, staff, or administration determine a student's dress or grooming to be inappropriate, the student will be required to report to an administrator, check out (personal, unexcused), go home and correct the problem. A personal, unexcused absence with resulting penalty will be assessed for classes missed. On the second dress code offense, the student will receive disciplinary action (Morning-Detention). Repeated dress code offenses will result in Class II offense, and student will receive ISS.

The following guidelines will be followed:

1. ALL clothing must be worn appropriately, be neat in appearance, and worn in the manner it was designed. i.e.- not wearing clothes backwards, inside-out, undone suspenders, pants worn too low, too long or excessively large.
2. Students are NOT allowed to wear any style shorts.
3. ALL skirts and dresses must come to the top of the knee while standing (front and back). This includes any slit the clothing may have. Leggings or jeggings are not allowed unless worn underneath a skirt or dress that comes to the top of the knee while standing (front and back).
4. ALL pants must be worn at the waist level and be hemmed.
 - A. Distressed jeans may be worn as long as skin is not visible.
 - i. ***No holes in pants are allowed.***
 - B. ALL pants with belt loops must be worn with a belt that is visible at all times.
 - i. Students wearing sweaters or elastic banded sweatshirts with pants that have belt loops are still expected to wear a belt.
 - C. Gym style sweat pants, pajamas, and house shoes are not to be worn.
 - D. Nylon warm-up suits that are loose fitting are acceptable.
5. ALL tops must not be revealing or distracting.
 - a. Tops must be long enough that the midriff does not show while standing, sitting, or bending.
 - b. Under garments must NOT be visible; this includes sports bras worn under tops and dresses.
 - c. Spaghetti straps, backless, or one shoulder tops are NOT allowed.
 - d. The straps on dresses, tops, and shirts must be three fingers wide.
 - e. The neck-line of shirts should be high enough not to reveal cleavage.
 - f. ***If shirt is sheer or the under garment can be seen, the under garment must meet the three finger width test.***
6. ALL clothing displaying controversial, vulgar, suggestive, or gang-related slogans is NOT allowed.
7. ALL shirts must be "tucked in."
8. Long coats, jackets, and trench coats are NOT allowed.
9. Tops, blouses, and coordinated outfits designed to be worn "untucked" ARE acceptable.

10. Students are NOT to wear or carry caps, hats, bandannas, doo-rags, sunglasses, non-prescription glasses, combs, brushes, picks or headwear at the discretion of the administration.
11. ALL students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision.
 - A. Multiple parts and hairlines, designs, or cuts in the hair are NOT allowed.
 - B. Mohawks, spiked hairstyles, unnatural or unusual hair colors, or any hair colors the administration consider distractions to the learning environment are NOT allowed.
12. Students are not allowed to wear jewelry, ornaments, or accessories which distract from the educational process. *Students may not wear heavy metal chains, roller skate shoes, metal spiked apparel or accessories, etc. Facial, tongue, and navel jewelry is NOT allowed. Gauges in the ear/nose are NOT allowed.* No decorative dental appliances, permanent or temporary, nor decorative contact lenses will be allowed.

CONSEQUENCES

See Penalty Codes in the school handbook.

All students are expected to be neat, well groomed and appropriately dressed at school and school activities. At no time should the student's appearance create a distraction or disruption in class. The primary concern of the faculty and administration is whether or not a student's appearance interferes with the educational process of the students. Therefore, the administration reserves the right to address individual instances of inappropriate dress or grooming which are not covered by these guidelines.

DUE PROCESS

The policy of the Sylacauga City Board of Education is to adhere to due process when carrying out the procedures contained in this handbook. Principals are responsible for familiarizing their staffs with due process procedures and provide each staff member with a copy of this handbook. The handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures set forth in the **Student Code of Conduct**.

The consensus of this Board is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

HARASSMENT OF STUDENTS

A student who believes that he or she has been or is being subjected to any form of harassment shall immediately report the matter to a teacher, the school counselor, assistant principal, principal, or the Superintendent. Any student who suspects that another student is being harassed shall immediately report the information to a teacher, school counselor, assistant

principal, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

STUDENT COUNCIL DANCE

The Student Council Dance is held each year in January/February. Only 7th and 8th grade NLMS students may attend the dance. It is an informal middle school dance designed to provide a fun, safe, social activity for all of our students. The following is important information regarding the dance:

- Any student who has been assigned ISS and/or corporal punishment for more than two occurrences during the school year will not be allowed to attend.
- Any student assigned to OSS during the school year will not be allowed to attend.
- Any student sent for alternative placement will not be allowed to attend the dance.
- Girls ARE NOT allowed to wear strapless dresses or dresses that are too revealing either in the front or the back.
- Girls are to wear party dresses or Sunday dresses. Dresses that are above the knee are not to exceed three inches above the knee. Tea length dresses may also be worn.
- Boys ARE REQUIRED to wear a tie, collared shirt, and dress pants to the dance. Any boy coming to the dance without a tie will be asked to leave.
- Only 7th and 8th grade NLMS students may attend the dance. Students from other schools may not attend or participate in any of the activities.
- Students seen dancing inappropriately will be given one warning. If they are warned a second time, their parents will be called to come and pick them up from the dance. Inappropriate dancing is based on the judgment of the faculty and chaperones. There is NO appeal.
- Students will need to bring money for pictures. Pictures will be taken that night. Picture information will be given out the week before the dance.
- Tickets for the dance will be sold in advance for \$12.00 per person. An amount of no less than \$150.00 will go to a charity chosen by SGA. Tickets will NOT be sold at the door.
- Students will NOT be allowed to check in or out the day of the dance for any dance-related activities.
- The dance will begin at 7:00 PM and end at exactly 10:00 PM We ask that students be picked up no later than 10:15 PM.
- All students attending the dance must return a signed permission slip by their parents or guardians.

SPECIAL EDUCATION

The Sylacauga City School System is responsible for identifying all children and youth with disabilities who need special education or related services, ages birth to 21 years, who live in the school district attendance zone. Referrals may be made by anyone with knowledge of such children or youth. Referrals may be made to the school counselor or to the Executive Director of Teaching & Learning

SECTION 504 OF THE REHABILITATION ACT

A student with disability as defined by the Act shall not be discriminated against in any program, activity, or event connected to the Sylacauga City School System. Students who qualify under

the Act may require accommodations. Referrals may be made to the school counselor or to the coordinator of 504 services.

GIFTED

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require service not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Anyone with knowledge of a child can make a referral to receive gifted services including the child himself. The following areas are considered when determining eligibility for the program: Aptitude, characteristics, and performance indicators. Services for grades 3-6 are generally provided in the form of a pullout resource program. Students in grades K-2 are served primarily through a consultation model; students in grades 7-8 are generally served through advance core curriculum subjects; and students in grades 9-12 are served through advanced course selections of their choice. For more information contact the gifted education coordinator.

CHILD FIND

The Sylacauga School System is attempting to identify all children with disabilities who need special education or related services, ages birth to 21 years, who live in the district's attendance area.

Child Find also applies to children who attend private and home schools, including those attending religious schools, regardless of the severity of their disability.

Referrals may be made by calling Jennifer Rosato, coordinator of the Child Find program, Sylacauga City Schools, (256) 249-7012; Child Find at 1-800-543-3098; or for those individuals using telecommunication devices, the Alabama Relay Center at 1-800-548-2547.

DISCRIMINATION POLICY

It is the official policy of the Sylacauga Board of Education that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, age or economic disadvantage be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

It is the policy of the Sylacauga Board of Education not to discriminate on the bases of sex, disability, religion, creed, national origin, race, color or age in its educational programs, activities or employment policies as required by Federal Regulations. Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Superintendent / Title VI Coordinator, Dr. Todd Freeman, Title IX, Student Services, Mr. Bobby Hall and or Section 504 Coordinator, Jennifer Rosato at 605 West Fourth Street, Sylacauga, Alabama 35150, telephone number (256) 245-5256.

UNSAFE SCHOOL CHOICE POLICY

A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option

school,” “TOS,” or “TOS school” shall mean a persistently dangerous school as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, §9532(a) and (b). For the purpose of this definition, a “violent criminal offense” shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see § 13A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR).

PARENTS RIGHT-TO-KNOW

The “Parents Right-to-Know,” Title I, part A, Section 1111(h)(6), requires the local education association (the Sylacauga City Schools System) to notify parents of each student attending a Title I participating school that they may request information regarding the professional qualifications of their child’s teacher(s). Nichols-Lawson Middle School is a Title I participating school, i.e.; our school receives federal funding which is used to promote learning for students as well as assist those who experience reading difficulties. Should you wish to request said information regarding the professional qualifications of your child’s teacher(s), please mail your request to Mrs. Debbie Barnett, and a Parents’ Right-to-Know form will be completed and sent to you.

NLMS BELL SCHEDULE
2015-2016

Period	Time
1st Period	7:40 – 9:00
Transition	9:00 – 9:05
2nd Period	9:05 – 10:25
Transition	10:25 – 10:30
3rd Period	10:30 – 11:50
Transition	11:50 – 11:55
4th Period	11:55 – 1:15
Transition	1:15 – 1:20
5th Period	1:20 – 2:40