

**Charles Henderson Middle School**

Accredited By

Alabama State Department of Education  
And  
Southern Association of Colleges and Schools

- Mr. Aaron Brown, III ..... Principal
- Mrs. Lise Fayson ..... Vice-Principal
- Mrs. Tiana Mc White..... Counselor
- Mrs. Geneva Rodgers ..... Secretary
- Mrs. Sonja Atkins ..... Bookkeeper

Superintendent of Troy City Schools  
Dr. Lee Hicks

Troy City Board of Education

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- Ms. Rhonda Pollard ..... Member
- Mr. Wally Lowery..... Member

## TABLE OF CONTENTS

	Page
Principal's Message .....	3
Faculty Roster.....	4-5
Cheerleaders/Athletic Schedules .....	6
Mission Statement.....	7
School Calendar/Report Card Schedule .....	8
Bell Schedule .....	9
Attendance Policy.....	10-15
Title IX and Child Find.....	15
Academic Achievement Program .....	15
Alternative School .....	16
Band Program .....	16-17
Bicycles and Motorcycles .....	17
Cafeteria/Breakfast/Lunch .....	17-18
Course Requirements and Electives .....	18
Discipline.....	18-19
Drills – Fire & Tornado .....	19
Electronic Devices .....	19
Extracurricular Activity.....	20
Gang Activity .....	20
Gifted Education .....	21
Harassment Policy.....	21-27
Homework.....	27
National Junior Honor Society .....	27
Library .....	28
Medication.....	29-30
Office Referrals.....	30
Physical Education Program.....	30-32
Schedule Change .....	32
School Spirit .....	33
Student Responsibilities .....	34
Tardiness to Class.....	35
Textbooks .....	35-36
Weapons .....	36-37
Withdrawals .....	37
Dress Code.....	38-40
Seclusion and Restraint Policy.....	41-43
Field Trip Policy .....	44-45
School/Parent Compact .....	46
Parent Right to Know .....	47
Student/Parent Signature Page .....	48

## **PRINCIPAL'S MESSAGE**

Dear Parents and Students:

On behalf of the entire staff at Charles Henderson Middle School, I would like to welcome you to our school. At Charles Henderson Middle, we are committed to the middle school philosophy which embraces the unique characteristics of middle school. We will accomplish this through grade level teaming, teaching to various learning styles of our students, and providing all our students with the opportunity to excel in academics, athletics, and fine arts. The middle years can be a very exciting and challenging time for 7th, and 8th grade students.

At Charles Henderson Middle School, you will find a caring and supportive faculty and staff who pride themselves on successful student achievement. We deeply believe in order to best attain a quality education; parents, students, and educational staff must work together. It is our intent to continue to inspire enthusiasm, engage active participation, and encourage learning.

If you have any questions or concerns about Charles Henderson Middle School, please e-mail me at [browna@troyschools.net](mailto:browna@troyschools.net).

**GO TROJANS !!!**

Sincerely,

Aaron Brown III, Principal

## PERSONNEL DIRECTORY

Aaron Brown, III  
Lise Fayson  
Tiana McWhite  
Sonja Atkins  
Geneva Rodgers

Principal  
Vice-Principal  
Counselor  
Bookkeeper  
Secretary

### 7<sup>th</sup> Grade Team

Emily Grant  
Kelli Knick  
Elizabeth Stone  
Whitney Davis

English  
Math  
Social Studies  
Science

### 8<sup>th</sup> Grade Team

Debbie Tarbox  
Stephen McKinnon  
Diana Barrett  
Amanda Challancin

English  
Social Studies  
Math  
Science

### 7<sup>th</sup> & 8<sup>th</sup> Grade Team

Quanishia Carter  
Amanda Nolin  
Karen Kerfoot  
Jenny Meadows

Math  
Social Studies  
Science  
Reading

### Physical Education

Debbie Smartt  
Andrew Lowery

### Special Education

Gwendolyn Bean

Aleshia William

Michelle Hicks

Art

Jennifer Sullivant

Librarian

Stephenie Kelly

Band Director

William Denison

Vocal Ensemble

Calvin Scott

Child Nutrition

Diane Campbell, Manager  
Sherri Owens  
Heather Vanderpol

Nurse

Kitty Benton

Custodians

Theodore Coleman  
Mellanease Scott

ISS

Justin Cope

Instructional Aide

Patty Kreis



**CHMS Cheerleaders  
2017-2018**

Emily Grant– Sponsor

Sanchia Bennett- Co-Sponsor

Tashanti Bennett  
Alexandria Brantley  
Tatum Brook  
Abby Campbell  
Sara Madison Davis  
Aeriel Frazier  
Mary Britton Hicks

A'Kyra Hobdy  
Jade Knowles  
Kassidy Mizell  
Kaylee Mizell  
Gracie Moran  
Allie Scarbrough

**CHMS FOOTBALL SCHEDULE  
2017-2018**

**Coaches: Andrew Lowery,  
Assistant Coaches: Justin Cope**

Date	Opponent	Location	Time
TBA		Away(Jamboree)	
August 31	Coppinville	Away	6:30
September 7	Girard	Home	5:30
September 14	Carver	Home	5:30
September 21	Honeysuckle	Away	5:00
September 28	Beverlye	Away	6:30
October 5	Dauphin	Home	5:30
October 12	Admiral Mooror	Away	5:30
October 19	Wiregrass Champ.	TBA	TBA

**2017 Volleyball Schedule  
Head Coach: Coach Smartt**

Date	Opponent	Location	Time
<b>Aug. 31</b>	<b>Ariton</b>	<b>Ariton</b>	<b>4:00</b>
<b>Sept. 2</b>	<b>Ozark Tourney</b>	<b>Ozark</b>	<b>TBA</b>
<b>Sept. 5</b>	<b>Coppinville/Providence</b>	<b>Enterprise</b>	<b>4:30</b>
<b>Sept. 7</b>	<b>Geneva County/Wicksburg</b>	<b>Hartford</b>	<b>4:30</b>
<b>Sept. 11</b>	<b>D.A. Smith</b>	<b>Ozark</b>	<b>4:00</b>
<b>Sept. 12</b>	<b>Dauphin/Providence</b>	<b>Enterprise</b>	<b>4:30</b>
<b>Sept. 14</b>	<b>Elba</b>	<b>Elba</b>	<b>4:00</b>
<b>Sept. 18</b>	<b>Goshen/Geneva County</b>	<b>CHMS</b>	<b>4:00</b>
<b>Sept. 19</b>	<b>D.A. Smith/Coppinville</b>	<b>CHMS</b>	<b>4:00</b>
<b>Sept. 21</b>	<b>Elba</b>	<b>CHMS</b>	<b>4:00</b>
<b>Sept. 23</b>	<b>CHMS Tournament</b>	<b>CHMS</b>	<b>TBA</b>
<b>Sept. 25</b>	<b>Goshen</b>	<b>Goshen</b>	<b>4:00</b>
<b>Sept. 26</b>	<b>Dauphin/Ariton</b>	<b>CHMS</b>	<b>4:00</b>

## **Our Mission**

The daily pursuit of the Charles Henderson Middle School family is to provide a safe and motivating environment that will facilitate the maximum learning potential of all students to become responsible citizens in our global and ever changing society.

## **We Believe ...**

Student learning is the chief priority for the school.

All students should have the opportunity to learn.

Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

Students learn best when they are actively engaged in the learning process.

Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

A safe and physically comfortable environment promotes student learning.

Cultural diversity can increase students' understanding of different peoples and cultures.

Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

The commitment to continuous improvement is imperative if our school is going to enable students to become responsible citizens in our global and ever changing society.

**Troy City School System  
2017-2018  
School Calendar**

August 1 – 8	Teacher Professional Development
August 9	First Day of School
September 4	Labor Day
October 9-11	Fall Break
October 26	Parent/Teacher Conference Day
November 10	Veterans' Day
November 20 – 24	Thanksgiving Holidays
December 20–	
January 2	Christmas Holidays
January 3	Teacher Professional Development
January 4	School Resumes
January 15	MLK Holiday
February 19	Presidents Day
March 15	Parent/Teacher Conference Day
March 26 –30	Spring Break
April 19	Teacher Professional Development
April 20	Weather Day (If needed)
May 23	Last Day of School
May 24-25	Teacher Professional Development

**Report Card Schedule**

1 <sup>st</sup> Nine Weeks	Report Card	October 26
2 <sup>nd</sup> Nine Weeks	Report Card	January 8
3 <sup>rd</sup> Nine Weeks	Report Card	March 15
4 <sup>th</sup> Nine Weeks	Report Card	May 25



## Grading System

Report cards will be issued in accordance with the above schedule.

The current grading scale is as follows:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60
I	Incomplete

## CHMS BELL SCHEDULE 2017 - 2018

### 7<sup>th</sup>/8<sup>th</sup> Grade Regular Schedule

PERIOD	TIME
1 <sup>ST</sup>	7:45-8:36
2 <sup>ND</sup>	8:39-9:30
BREAK	9:30-9:37
3 <sup>RD</sup>	9:40-10:31
4 <sup>TH</sup>	10:34- 11:25
5 <sup>th</sup> CHARGE- LUNCH	11:28-12:18
6 <sup>TH</sup>	12:21-1:12
7 <sup>TH</sup>	1:15-2:06
8 <sup>TH</sup>	2:09-3:00

# GENERAL POLICIES AND PROCEDURE

## ATTENDANCE

### Philosophical Basis:

School administrators are required under state law to enforce compulsory school attendance laws for students 6-17 years of age. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

### Student Responsibilities:

To take advantage of educational opportunities by attending all classes daily and on time.

To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.

To promptly request make-up assignments for each excused absence.

### Student Rights:

To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.

To appeal a decision pertaining to an absence.

To make up classwork within a specified length of time when there is an excused absence.

## STUDENT ATTENDANCE POLICY

It is the belief of the Troy City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school the day the child returns to school.

### Excused Absences

A student shall be excused for absences from school for the following reasons:

1. Illness;
2. Inclement weather which would be dangerous to the life of the pupil if he/she attended school;
3. Legal quarantine, death in the immediate family, emergency condition as determined by Superintendent or principal;
4. Permission of principal and consent of parent.

In order to meet the required promotion/attendance policy, any student having more than 20 absences (total for grades K-8), or more than 10 absences by class or subject per semester (grades 9-12, whereby students receive credit based on attendance for each class) will be required to have a doctor's or legal excuse.

\*A student must be in attendance one-half of the instructional day to be counted present (K-8).

### **Unexcused Absences/Truancy**

Any absences not excused shall be considered unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. First truancy/ unexcused absence (warning)—parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. Fifth unexcused absence (conference)—attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made. **Seventh unexcused absence, but within ten (10) school days (court)—a complaint may be filed against the child and/or parent/guardian.**

### **Excuses**

In accordance with state law, parents/guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the student's parents/guardians for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure the student's teacher(s) is notified as to whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other location approved by the principal.

### **Make-up Work—Excused Absences**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up school work and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For seventh through twelfth grade students, the students shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

### **Make-up Work—Unexcused Absences**

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons.

### **School Participation Absences**

Students who are away from school because of participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

### **Attendance Requirements**

**According to school board policy, any student enrolled in grades K-8 who accumulates more than 20 absences during the school year, is subject to being retained in the same grade the succeeding year. Above 20 absences for the year must be documented with a doctor's or legal excuse. Partial day absences will be cumulative in computing this total.**

**According to school board policy, a student enrolled in grades 9-12 may not receive credit in classes where the accumulated absences with a semester exceed 10. After a student has accumulated a total of more than 10 absences per semester per class, absences must be documented with a doctor's or legal excuse. Doctors' or legal excuses must be presented to the office within one week of the absences if they are to be considered.**

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his /her report card and cumulative record for that semester year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the Principal and Superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed,

within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.

Credit which is lost because of absences will be made up in the same manner as academic failures.

### **Tardiness**

Students are required to report to their individual schools no later than the beginning of the school day and be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action.

### **Check-ins and Check-outs**

Any student who arrives after school has begun must go to the office of the principal and check-in.

Students who have a valid need to leave school before the dismissal bell shall be checked-out at the office of the principal. Such students must be signed out by the parent or guardian. Notes or telephone calls may be accepted for purposes of checking out a student.

The principal has the responsibility of making decisions relating to check-outs. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

### **Parental Responsibility for Student Attendance and Behavior**

It is the policy of the board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or person in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education.

The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney with ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report such suspected violations shall be guilty of a Class C misdemeanor. The local board of education will establish programs to inform parents of school children of their education-related responsibilities.

**Student School Attendance Standards and Operation of a Motor Vehicle  
(Pertaining to a Driver's License)**

It is the policy of the Board to comply with Act 93-368 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

1. Is enrolled and making satisfactory progress in a course leading to a general education development test (GED) from a state approved institution or organization or has obtained the certificate.
2. Is enrolled in a secondary school of this state or any other state.
3. Is participating in a job-training program approved by the State Superintendent of Education.
4. Is gainfully and substantially employed.
5. Is a parent with the care and custody of a minor or unborn child.
6. Has a physician certify that the parents of the person depend on him/her as their sole source of transportation.
7. Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with Section 16-28-1 Title 16 Code of Alabama 1975 as amended.

Troy City Board Approved:

7/22/2013

## **TITLE IX**

**“It is the policy of Troy City Board of Education that NO person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program, activity, or employment.”**

Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Title IX and Title VI Coordinator at the Troy City Board of Education. The contact address is P.O. Box 529, Troy, Alabama 36081, or you may call 566-3741.

## **CHILD FIND**

Child Find is a statewide effort by the State Department of Education and the Department of Rehabilitation Service to locate, identify and evaluate children with disabilities from birth to age 21. For further information, contact Mrs. Christie Armstrong at 334-566-3741.

## **ACADEMIC ACHIEVEMENT PROGRAM**

The purpose of the Academic Achievement Program is to offer incentives and challenges for students to excel academically. Once the challenges have been met successfully, recognition and reward for honor roll status is bestowed upon deserving students.

The recognition of honor roll students will take place at the end of **EACH** nine weeks.

Many local businesses have joined in to offer their support and encouragement for excellence in academics.

Students maintaining A's or A/B's for the first three nine weeks will be the special guest at the Academic Award Banquet usually held in May. Students who perform well academically, "A/AB", each nine weeks, will be awarded Honor Roll status.

## **AFTER-SCHOOL DETENTION**

Teachers may require your child to be detained after regular school hours for the purpose of individual conferences, make-up work, or disciplinary reasons. Teachers who detain students after school hours will give the students a notice of such detention in time to notify parents or legal guardian to arrange for necessary transportation.

Students may be referred to after-school detention for any violation of any minor school infractions in accordance with the Student Code of Conduct and at the discretion of the administration of Charles Henderson Middle School. The number of days assigned to after school detention referrals may vary from 1 to 3 days depending on the infraction and/or the number of previous detention referrals. Students who are absent from after school detention will receive additional disciplinary action in the form of ISS the following day. Also, the student will be required to remain in after school detention that same day until 4:00 to satisfy the original assignment. Additional absences from detention will warrant further disciplinary action such as Saturday School or Alternative School.

## **ALTERNATIVE SCHOOL**

Currently the Alternative Learning Center (ALC) is located at the Oakland Heights Campus. It is a restricted school environment that serves as an alternative to suspension from the regular school. A student at the ALC will be required to follow all ALC guidelines and must complete all assignments. While assigned to the alternative school, a student will not be allowed on any campus in the school system. Furthermore, an ALC student will not be allowed to participate in any school sponsored activities either on or off campus during the time they are assigned to the ALC.

Refer to the Student Code of Conduct for specific offenses and rule violations.

## **ASSEMBLIES**

Students are expected to maintain a high level of conduct during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Failure to comply with school and assembly rules may result in punishment and/ or being barred from future assembly programs and/or school sponsored field trips.

## **BAND PROGRAM**

The Charles Henderson Band Program is dedicated to an academic approach to music education. Our aim is to integrate and develop the students' musical, intellectual, and physical talents towards the goals of musical performance, commitment, and cooperation with others, and a lifelong appreciation of the arts.

Once enrolled in the band, a student is expected to commit to and continue in the program through the entire school year. In extreme situations, schedule changes will only be made after a parent/director conference.

Band members are subject to the following procedures:

- a. Band fees are \$15.00 per semester and should be paid at the beginning of each semester.
- b. Instruments are to be brought to the band room each morning before homeroom begins. They are not to be left in the classroom, gym, locker, etc.
- c. Band members are the only students allowed in the band room, except in cases where a pass has been issued by a teacher or the office.
- d. Students are responsible for bringing their instrument, music, and related supplies to class each day. Repeated failure to do so will result in parent notification and possibly a loss of points in the daily grade average of the student.
- e. After-school rehearsals are called according to the needs of students and the performance schedule. Students will be given advance notice of rehearsals. Attendance is required unless the student is excused by the director prior to the rehearsal. The student is also responsible for bringing in a note from a parent or guardian.
- f. Participation in public performances (schools, community, or competition) is required and represents a portion of each student's grade. Information



concerning scheduled performances will be communicated well in advance through the student to his or her parents. In cases of severe schedule conflicts this information should immediately be brought to the director's attention in order to resolve the problem for the student in a way that will preserve the integrity of the performing groups.

### **BAND TRIPS**

When traveling, the CHMS band will abide by the policies contained in the CHMS handbook, Troy City Schools Code of Conduct, and any additional policies deemed necessary.

### **BICYCLES AND MOTORCYCLES**

A bicycle rack is provided for students on campus. All bicycles should be parked in the designated area. Bicycles and motorcycles should not be operated on the campus since this is a potential danger to the other students. Students who drive motorcycles to school **MUST REGISTER THEM IN THE OFFICE WITH THE VICE PRINCIPAL BY PRODUCING A DRIVER'S LICENSE AND PROPER INSURANCE DOCUMENTATION!**

### **CAFETERIA**

The cafeteria will serve, at a minimum cost, hot, balanced meals in accordance with high standards for nutrition and sanitation, and it will include **two types of self-serving lines: Type A and a-la-cart.**

**Type A** serving line will include all foods in a Type A meal. A Type A meal includes five (5) basic food groups: meat, bread, milk, vegetable, and fruit. **A student must select a minimum of three of the five items.**

The **a-la-cart** serving line will enable students to select a Type A meal from a variety of sandwiches and bonus food items.

Parents should encourage students to eat in the cafeteria to insure proper nutrition. A student may not be excused from the school campus for lunch except in cases where such is recommended by a physician for health reasons. Parents should not purchase and bring fast food items to school for their child. Students may bring lunch from home. Any drinks brought from home must not be in a glass container. **NO** drinks other than **milk or fruit juice** should be brought from home and **ONLY** as part of lunch.

### **BREAKFAST**

Charles Henderson Middle School will provide a good nutritional breakfast to students on a daily basis. As breakfast is considered an essential meal of the day, we would like to encourage **ALL STUDENTS** to participate in the breakfast program.

Please observe the following lunch categories and prices for breakfast:

Student – Full Priced Meal	\$1.25	Adult – Full Priced Meal	\$1.75
Student – Reduced Meal	\$0.30		
Student – Free Meal	\$0.00		

### **LUNCH**

Please observe the following lunch categories and prices for a **TYPE A** meal:

Student – Full Priced Meal	\$2.00	Adult – Full Priced Meal	\$2.75
Student – Reduced Meal	\$0.40	Visitor – Full Priced Meal	\$3.25
Student – Free Meal	\$0.00		

Prices will vary per item from the a-la-cart line unless items selected make up a Type A meal.

### **Chewing Gum and Candy**

Neither chewing gum nor candy is permitted on this campus. Gum is deposited and/or discarded indiscriminately. Candy is eaten and the wrappers thoughtlessly discarded in the same manner as chewing gum. The teacher will deal with students violating this rule.

### **Course Requirements and Electives**

All courses and activities at Charles Henderson Middle School have clearly defined goals, objectives, and procedures. Questions regarding the content and procedures of a course or activity may be directed to a teacher or the office.

The basic requirements for this school are English, Social Studies, Math, Physical Education, Science and Reading. In addition, electives are offered. For further information concerning electives, please contact the counselor. If there is an adjustment to be made on a student's schedule, it **MUST** be made within the first five (5) days of the school year.

### **Corporal Punishment**

If corporal punishment is deemed appropriate under the circumstance, it may be administered only by the principal, vice principal, or teacher with the knowledge or consent of the principal or his designated representative. No student shall be punished by corporal method unless it is done in the presence of the principal or his designated professional representative.

### **Discipline**

Discipline supports the total educational structure and is one of the most important lessons education can teach. The following avenues for discipline will be used when rules are violated:

- a. Teacher/Student Conferences
- b. Parent/Teacher Conferences
- c. Peer Mediation
- d. After School Detention

- e. Corporal Punishment
- f. In School Support
- g. Saturday School
- h. Alternative School (short and long term)
- i. Suspension
- j. Expulsion

### **Drills – Fire & Tornado**

Fire and tornado drill procedures and civil defense procedures are posted in each room. The classroom teacher will discuss the procedures with students the first day of school and periodically thereafter.

### **Drugs and Narcotics**

Any student who is found in possession of illegal drugs or narcotics while on school property will be reported to the proper law enforcement authorities, and the parents/legal guardian will be notified. This may be done at the discretion of the school officials.

### **Electronic Devices**

The Troy City School system allows students to have cell phones; however, they must be turned off and kept in their lockers during the school day. The use of cell phones is prohibited during school day hours.

Any violation of this policy shall result in disciplinary action in accord with the code of student conduct for the applicable school. The school/school system shall not be responsible for loss, damage, or theft of any electronic device on school system property.

## **Alabama State Department of Education Policy: Use of Digital Device during the Administration of a Secure Test**

### **Student Policy**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

## **EXTRACURRICULAR ACTIVITIES**

Many extracurricular activities are available to CHMS students. Each student is encouraged to participate in extracurricular activities in order to become a better-rounded individual. If a student believes he or she is unable to join a club or participate in a sport due to fees or costs, then the student should contact the school principal or other administrator.

### **Club Policies**

Alabama law prohibits hazing of any kind on or off campus by any school sponsored club or organization. Only approved clubs shall be allowed to function on campus.

#### Athletic Groups

Basketball – Boys & Girls  
Cheerleaders  
Football

#### Other Groups and Activities

Fellowship of Christian Athletes (FCA)  
Math Tournament Team  
National Junior Honor Society (NJHS)  
Student Government Association (SGA)  
Yearbook/Media Staff  
Archery  
Jr. Beta Club

### **GANG ACTIVITY**

Any gangs/groups/clubs, which initiate, advocate, or promote activities, which threaten the safety, or wellbeing of persons or property or which disrupt the school environment are deemed harmful to the educational process. Such activities may include but are not limited to the following:

- a. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group presenting a clear and present danger
- b. Any student displaying dress, behavior, gestures, remarks, symbols, or trademarks which indicate or imply membership in a gang, group, or club and presenting a clear and present danger
- c. Incidents involving initiations, intimidation, and/or related activities of such group affiliation which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students
- d. Wearing, carrying, or displaying paraphernalia or exhibiting behavior or gestures symbolizing gang/group/club membership or causing or participating in activities which intimidate or affect other students.

## **GIFTED EDUCATION**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self: or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

- Aptitude
- Characteristics
- Performance

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information, contact the Coordinator of Special Services with the Troy City Schools at 334-566-3741. To make a referral, contact your child's school.

## **TROY CITY SCHOOLS POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **I. GENERAL STATEMENT OF POLICY**

It is the policy of this school system to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. The school system prohibits any and all forms for harassment because of race, color, sex, religion, national origin or disability.

It shall be a violation of system policy for any student, teacher, administrator, or other school personnel of this school system to harass a student through conduct of a sexual nature, or regarding race, color, religion, national origin, or disability, as defined by this policy.

It shall also be a violation of system policy for any teacher, administrator or other personnel of this school system to tolerate sexual harassment or harassment because of a student's race, color, religion, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Troy City Schools.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and *control* of the school system.

The school system will act to promptly investigate all complaint, either formal or informal, verbal or written, of harassment because of race, color, sex, religion, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment occurred; to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment.

## II. DEFINITIONS

### A. Sexual Harassment

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or *activity*, or when an employee or third party agent of the school system causes the student to believe that employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from a program or activity, or created an intimidating, threatening or abusive education environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or opposite sex
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes

- touching oneself sexually or talking about one's sexual activity or performance
- spreading rumors about or rating other students as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact. This prohibition does not include legitimate, non-sexual physical conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.
- other unwelcome sexual behavior or words, including demands for *sexual* favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

B. Harassment Because of Race or Color

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
2. the harassment conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassment conduct otherwise *adversely* affects an individual's academic performance

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the others race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes .
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### C. Harassment Based Upon National Origin, Ethnicity, or Religion

For the purposes of this policy, ethnic or national origin or religious harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin or the country of origin of the individual's parents, family members or ancestors or an individual's religion or religious affiliation when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
2. the harassing conduct had the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin, or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin, ethnicity, or religion
- threatening or intimidating conduct directed at another because of the other's national origin, ethnicity, or religion
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin, ethnicity or religion
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to ethnicity, national origin or religion
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin, ethnicity, or religion.

### D. Harassment Because of Disability

For purposes of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment



2. the harassing conduct had the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct *which* may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, name calling, or rumors based upon an individual's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Any school system employee who receives complaint of harassment from a student and who does not act promptly to forward that complaint to the principal and a central office administrator designated to receive/notice of all harassment complaints will be disciplined.

### III. REPORTING PROCEDURES/INVESTIGATIOINS

- A. A student shall immediately report any accident of harassment to any teacher, counselor, or administrator.
- B. Any teacher, counselor, or administrator who has received a report, verbally or in writing from a student regarding harassment of any student must forward that report to the principal or designees within twenty-four (24) hours.
- C. The parent, legal guardian/legal custodian of the complaining student shall be informed of the complaint promptly.
- D. All complaints of harassment shall be investigated promptly.
- E. Upon receipt of an allegation of harassment, the principal or designees will serve as an investigation into the complaint within forty-eight (48) hours.
- F. The school system will designate a Central Office employee to participate in the investigation of harassment complaints.
- G. All reports of harassment will be put in writing either by the complainant or the person who receives the complaint and will be signed by the complainant.

- H. The finding of the complaint investigation *will* be put in writing and will be presented to the Administration Review Committee.
- I. The findings of the investigation will be provided to the complainant and his/her parent, legal guardian, legal custodian and to the accused, and if a student, to the parent, legal guardian, legal custodian of said accused student. A written record of these findings will be maintained by the school system.
- J. If the results of the investigation are indeterminate, the matter will be recorded as such. If so, a written record of the investigation and findings will be maintained by the School System and apart from any student or personnel file.

The above reporting/investigating procedures apply to any investigation of student harassment complaints by the school system. Nothing in this procedure will relieve any employee of the School System from any reporting obligation under the child abuse reporting laws or regulations.

#### PROTECTION OF COMPLAINT

No student shall be subject to any adverse action or any form of retaliation for any good faith report of harassment under this policy. To the fullest extent possible, all reports of harassment will be kept confidential.

#### ENFORCEMENT

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment. Principals shall take appropriate actions to reinforce the School System's harassment policy. These actions will include:

1. Prompt removal of any vulgar or sexually offensive words, pictures, drawings, graffiti, and the like.
2. Providing staff in-service at the beginning of the school year.
3. Providing student instruction about harassment.
4. Taking appropriate disciplinary action when warranted.
5. Copies of this policy shall be included in the Code of Student Conduct.

#### DISCIPLINE/CONSEQUENCES

Any student who engages in the harassment of anyone on school system property or at a school system activity may be subject to disciplinary action up to and including expulsion.

Any school system employee who engages in, assists, encourage, or permits harassment of any student may be subject to disciplinary action up to and including dismissal.

Any school system employee who receives a complaint of harassment from a student and who does not act promptly to forward that complaint to the principal and a central office administrator designated to receive notice of all harassment complaints will be disciplined.

## NOTIFICATIONS

A copy of this harassment policy *will*:

1. Be included in the Code of Student Conduct that is sent to parent/legal guardians/legal custodians at the beginning of each *school* year.
2. Be displayed in a prominent location in each *school*.

## HOMEWORK

Homework is important and is due on the assigned day. Teachers will notify parents of students who fail to comply with the homework policy. A student who continues not to comply with homework policies after parental notification will warrant a parent-teacher conference. The intervention team and resource teachers will be allowed to refer students for further disciplinary action who continually do not comply with homework policies.

## IN SCHOOL SUPPORT

Students may be referred to ISS for any violation of a minor or major infraction in accordance with the Student Code of Conduct and at the discretion of the administration of Charles Henderson Middle School. The number of days assigned to ISS may vary from 1 to 10 days depending on the infraction and or the number of previous referrals.

### **The Willie C. Thomas Chapter of the National Junior Honor Society Charles Henderson Middle School**

Students are selected for membership in the National Junior Honor Society based on the NJHS constitution. There are five areas that are considered. They are scholarship, leadership, service, character, citizenship, and teacher recommendation. Members are selected at the end of each semester.

The Willie C. Thomas Chapter of the National Junior Honor Society considers an overall average of 88 or greater for academic subjects. Grades are checked at the end of each semester. If a student's average falls below an 88, a warning letter is given. A member has the next semester to bring this average up to standard before dismissal.

If a potential member has more than 2 office referrals, the council will consider this prior to admission or denial of admission. After 2 referrals, a member will be placed on probation and will come before the faculty council. The committee will determine the member status with the possibility of dismissal. Once removed, a student will not be eligible again for NJHS.

No warning for dismissal is necessary for flagrant violations, which require alternative school or suspension for civil law or school rules, (see Student Code of Conduct).

Membership does not transfer from the NJHS to the National Honor Society.

## LIBRARY AND MATERIALS CENTER

The instructional materials center (library) exists for the benefit of the students, and its use is strongly encouraged. In order to insure that the library is used for the greatest benefit of the greatest number of students the following policies have been established:

- a. The library will be open between the hours of 7:30 a.m. and 3:25 p.m. If students need to use the library at other times, they should make arrangements with the librarian who will accommodate them when possible. A pass is the only requirement.
- b. Books may be checked out for a period of one week (7 days) and may be renewed repeatedly unless requested by another student.
- c. Reference books or books on reserve may be checked out overnight and must be returned by 8: 15 a.m. the following morning.
- d. A fine of \$0.05 per day will be collected for overdue books, and fines ranging from \$0.50 to \$1.00 will be collected for overdue reserve books. **Fines apply to school days only! All fines should be paid to the Librarian.**
- e. Students assume full responsibility for ALL books and materials taken from the library and shall pay for any damage or loss in order to assume access to materials. The original cost must be paid for lost or damaged books.
- f. Magazines and newspapers may be checked out for one period during the day.
- g. All library fines must be paid and materials returned before a student receives his grades at the end of a reporting period or his transcript sent to another school should he or she move.
- h. Each English teacher, will have a weekly period schedule for each class to go to the library. Classes will NOT be allowed to remain in the library without teacher supervision.
- i. The library is not to be used as a study hall, to study for test, to do homework from textbooks, to make up tests, nor is it to be used by students who have been dismissed from class due to misconduct.
- j. Students who come to the library to do individual work should bring a LIBRARY PASS from the teacher for whom the work is being done. Only two students may be sent by anyone teacher during a class period unless special arrangements have been made.

- k. Students who infringe upon the rights of others by misbehaving in the library will be suspended from the library for a given period of time.

### **MEDICATION**

All medication must be kept in the office and dispensed by the school nurse or secretary. This will be done only through written notification from the parent.

### **TROY CITY SCHOOLS MEDICAL GUIDELINES**

- a. A doctor's order is required for administration of any prescription medication.
- b. A written consent from the parent is required in order for the school to administer any medication.
- c. Please DO NOT send medication to school if it can be given at home. EX: pill given twice a day should be given before school and at bedtime, unless the prescription is time specific.
- d. Please send medication in the original container. EX: prescription bottle, the bottle in which you bought the medication. Medication will no longer be accepted in zip-lock bags or bottles that are not labeled.
- e. ALL medication will be thrown away once the student is no longer taking that particular medication. It is the parent's responsibility to pick up the medication when the child no longer needs it. Attempts to contact the parent will be made before disposing of medication.
- f. The school is not responsible for supplying any medication. If you would like to send Tylenol, Motrin, or Advil for your child, we must have written consent.
- g. ALL medication and consent forms will be thrown away at the end of each school year.
- h. Students will only keep inhalers on them at school with parental consent, doctor's order, and when the nurse deems it necessary for the child's health.
- i. Students may keep cough drops on them as long as we have written consent from the parent. **STUDENTS ARE NOT ALLOWED TO SHARE MEDICATION.**
- j. When a child is out of a prescription drug, it is the student's responsibility to pick up the empty bottle at the end of the school day. It is the parent's responsibility to get the medication refilled and to bring it back to school.

- k. ALL MEDICATION MUST BE BROUGHT INTO THE OFFICE BY THE PARENT. If medication is found on any student, disciplinary action will be sought.
- l. Parents, please notify and keep the administrative staff and school nurse updated on any health condition affecting your child.

### **OFFICE REFERRAL**

Students should report to the office immediately with the proper referral form after being referred by the teacher. Failure to report or delay in reporting to the office will warrant strict, additional disciplinary action.

### **PARENT - TEACHER CONFERENCES**

All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns. Please call the main office and request such conferences, and arrangements will be scheduled by the principal, vice principal, or the guidance counselor.

### **PHYSICAL EDUCATION POLICIES AND PROCEDURES**

According to Alabama law and school policy, **NO** student may be excused from physical education classes, except in cases where a physician prohibits participation in physical activities. **ONLY A WRITTEN STATEMENT FROM THE PHYSICIAN WILL BE ACCEPTED!**

The physical education program is designed to aid in the development of each student's fullest potential in physical growth, mental alertness, neuromuscular development, emotional control, and social awareness. Opportunities will be provided for each student to acquire skills in a variety of activities along with opportunities for the development of leadership and fellowship traits.

### **DRESS REQUIREMENTS**

For safety reasons and full participation in activities, students are expected to dress out in appropriate physical education uniform as follows:

- a. All students will dress out daily.
- b. Clean gym shorts with an elastic waistband are required. Shorts with pockets, snaps, buttons, or zippers are not allowed. **In cold weather only, sweatpants may be used if gym shorts are worn over them. Religious values will be taken into consideration.**
- c. All t-shirts must be clean and have sleeves. No shirts with collars, pockets, snaps, buttons, or zippers will be allowed.
- d. Gym shoes are required. Stockings are not to be worn with gym suit.

## **POLICY REGARDING DRESSING OUT**

All students are expected to dress out each day and in accordance to the following rules.

- The students must dress out in the dressing room.
- Students should not borrow gym suits, socks, or tennis shoes.
- Students should not share lockers or locker combinations with anyone else. This policy lessens the possibility of having items taken.
- Students should make sure that the lockers are locked.
- Students are not to wear their physical education uniform when leaving campus to go home or to go to another campus.

## **PARTICIPATION**

For each student to achieve his or her fullest potential, it is necessary for him or her to dress out and participate with vigor and enthusiasm. To help achieve this goal, we allow each student to select the unit of instruction that best meets his or her interest. This process is called **unit selection**.

## **PROCEDURES**

After dressing out for physical education class, each student must have a seat in his assigned roll call order. Students not in roll call order when the teacher calls roll will be considered tardy. The teacher will complete roll call by checking for absences, correct uniform, and cleanliness. Students are expected to keep quiet. **No general talking is allowed while roll call is given.**

## **INSTRUCTIONAL ACTIVITY TIME**

Students should be prompt in getting to instruction area, participate fully in all activities, and ask questions when information is not understood. When dismissed from class, students should go promptly to the dressing room and get ready for the next class. After dressing in for other classes, each student must have a seat in his assigned bleacher until the class period bell rings.

## **GYM POLICIES**

All students are expected to adhere to basic rules while in the gymnasium. Failure to do so may result in disciplinary action. The policy is as follows:

- Never go into a teacher's office without permission.
- For safety reasons, there should be no horse playing with other students.
- If a student has any problem, it should be reported to a teacher immediately.
- Side doors should be used, except on rainy days. Boys will use the doors next to their dressing room, and the girls will use the doors next to their dressing room.

## PHYSICAL EDUCATION GRADING SCALE

Each instructional unit grading scale consists of the following:

Skills and Written Tests	50 points
Participation	50 points

### P.E. LOCKERS

A physical education locker will be provided to each student at a cost of \$5.00. Students are to keep P.E. clothing in their assigned locker.

<u>GRADE BOOK</u>	<u>BEHAVIORAL ACTION</u>	<u>DEDUCTION</u>
ND-10	Not Dressing	-10
OR – 3	Out of Rank	- 03
TIR – 3	Talking in Rank	- 03
TIR – 3	Tardy for/in Class	- 03
IND – 2	Incomplete Dress	- 02 (per item)
SHI – 2	Wrong Shirt	- 02
SHI – 2	Shirt Not Tucked Properly	- 02
NWS – 2	No White Socks	- 02
SHO – 2	No Tennis Shoes	- 02

Those chewing gum or eating will be required to clean gum from the floor, furniture, or bleachers.

### RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of ALL SCHOOL PROPERTY! Students who damage property, accidentally or purposefully, are responsible for paying the damage. Damage of a malicious nature will be considered a serious matter and must be repaired at the expense of the student at fault!

### RETENTION IN SAME GRADE

After consideration of a student's ability, performance and attendance at school, he or she may be required to repeat a grade before being permitted to enroll in the next grade level. If a student fails TWO academic courses, he or she will be retained in his or her present grade level.

### SCHEDULE CHANGE

Pupils may NOT change schedules without written permission from the principal or the guidance counselor.



## **SCHOOL CLUBS AND ACTIVITIES**

Students are encouraged to participate in school clubs and organizations operating in the school. Membership shall be open to all students who meet the standards and requirements set forth in the club charter. Questions regarding goals and activities of clubs should be directed to the club sponsor or school officials.

## **SCHOOL PARTIES**

All school parties should be cleared through the main office and properly supervised by adults.

## **SCHOOL SPIRIT**

Defining school spirit is an essential ingredient of a good school. It may be a cheery greeting between a student and a teacher, an eighth grader helping an uncertain sixth grader, an athlete working hard to represent his or her school well, or students striving for academic excellence in their classes. All of these things are school spirit. Be the very best representative your school can have! Be a believer in school spirit and spread it everywhere you go!

## **SCHOOL SUPPLIES**

As a service to the students of CHMS, the National Junior Honor Society has pencils, pens, paper, notebooks, and poster paper for sale during the activity period or before school.

## **SCHOOL TRIPS**

The principal must approve all class or club trips. Written permission from the parents is **REQUIRED OF ALL STUDENTS** on such trips. Proper dress and behavior are required as all school rules apply to trips. Special dress may be required on some trips of which parents will be informed. Improper dress or conduct may warrant excluding a student from a trip. If this should be the case and payment has been made, no refund will be given.

## **STUDENT PICK-UP**

Students should be picked up after school between 3:00 - 3:30 p.m. from the designated area on campus for student loading and unloading.

## **STUDENT PROBLEMS**

If a student encounters a problem of any kind while at school, he or she should **IMMEDIATELY** tell a teacher, the counselor, vice principal, or principal. The principal and vice principal maintain an open door policy, and students may feel free to discuss problems of both educational and/or personal nature at any time.

## **STUDENT RESPONSIBILITY**

The student is responsible for notifying his or her parents/guardian of all written communications from school. **Failure to do so may result in further disciplinary action.**

## **STUDENTS WALKING HOME**

Students walking home must leave campus immediately after school unless directly involved in an after school activity or in case of inclement weather.

## **SUSPENSION AND/OR EXPULSION**

The Troy City Board of education recognizes the following reasons for suspension and/or

- a. Fighting
- b. Possession of weapons (pocket knives, razors, or other such cutting instruments).
- c. Use or attempted use of weapon (any instrument of cutting or stabbing nature).
- d. Insubordination or disrespect to a teacher.
- e. Disruption of class or other school function.
- f. Destruction of school property.
- g. Possession of or being under the influence of alcohol or any other illegal drug.
- h. Use of profanity or obscene comments and/or gestures.
- i. Truancy.
- j. Possession of or use of tobacco products.
- k. Other good and just causes.

Suspended students may be readmitted to school **only after meeting with parents and the principal. The student must assure school officials that they will abide by school policies. Suspended students will not be permitted to attend any school function on any school campus unless prior approval has been given by the administration.**

In cases of EXPULSION, the final decision rests with the Troy City Board of Education after hearing from the student and school officials.

## **TARDINESS TO CLASS**

Students who are not in class when the tardy bell rings will be considered tardy to class and must sign the tardy list provided by the teacher. Three or more unexcused tardies to class may result in an office referral and disciplinary action. Excessive tardies to class may result in disciplinary action. Work missed because of tardy can be made up only if the tardy is excused.

## TELEPHONE

In order to avoid congestion and allow for emergency and incoming calls, students are allowed to use the phone only in cases of extreme necessity and only with proper permission. **NO STUDENT WILL BE ALLOWED TO USE THE TELEPHONE AFTER SCHOOL BEFORE 4:00 P.M.**

## TEXTBOOKS

Students will be issued state-owned textbooks in all classes where textbooks are used. Upon issuance, these textbooks become the responsibility of the student. If lost or damaged, they must be paid for by the student before the student will be issued another textbook. When students leave textbooks in the gym, on the campus, in the hallways after school, the students are financially responsible for the textbooks should they be lost or damaged.

## ISSUANCE OF TEXTBOOKS

All textbooks are the property of the state of Alabama. Policies regarding the issuance of textbooks are as follows:

- a. Textbooks **MUST NOT** be damaged.
- b. Damages to textbooks include:
  - one or more pages of content missing
  - water-soaked, causing backs and pages to be swollen or molded
  - physically marked with any kind of pen, pencil, crayon, etc., on outside - of books, inside of books, on ends of books, or any other pages
  - defaced or marred, such as broken, cut, or speared pages
- c. Penalty for LOST or DAMAGED textbooks are as follows:
  - **FULL PRICE** is charged for books that are in use for one or two years.
  - **1/2 PRICE** is charged for books that are in use the third, fourth, or fifth years.
  - **1/4 PRICE** is charged for books that are in use the sixth year.
  - **AFTER THE SIXTH YEAR**, there is a charge of \$3.00 per book.
- d. **NO TEXTBOOKS** will be issued to any student while payment for lost or damaged books is outstanding.
- e. **REPORT CARDS WILL NOT** be issued to any student until ALL penalties for damaged or lost books are no longer outstanding.
- f. All textbooks issued to students must be returned to the teacher when the student transfers or is promoted.

## TEXTBOOK PRICES

Any parent wishing to purchase textbooks should contact the Troy City Board of Education at 334-566-3741.

### TEXTBOOK PRICES FOR 7<sup>TH</sup> GRADE

<u>Textbook Title</u>	<u>Textbook Price</u>
Pre-Algebra	\$ 65.70
English	\$ 39.88
Life Science	\$ 93.00
Geography	\$ 49.50
Civics	\$ 58.00
Literature	\$ 72.50

### TEXTBOOK PRICES FOR 8<sup>TH</sup> GRADE

<u>Textbook Title</u>	<u>Textbook Price</u>
Algebra	\$ 65.70
Pre-Algebra	\$ 65.70
English	\$ 39.88
Physical Science	\$ 93.00
Ancient World History	\$ 49.50
Literature	\$ 72.50

## WEAPONS

Pocket knives, razors, or other such cutting instruments or weapons shall not be allowed on the school premise, in the building, or otherwise about the school, either during the school hours or at any school related function. This policy may also apply to replicas of such weapons.

Any student in violation of this policy will be suspended automatically.

Any student who willfully or otherwise uses or attempts to use any instrument of a cutting or stabbing nature, or any other weapon, will be automatically recommended to the Troy City Board of Education for expulsion. This expulsion will be for the remainder of the current school term.

## **WEAPONS CHECK**

Charles Henderson Middle School will use metal detectors to screen all students for weapons in order to promote a safe and secure environment. The weapons check will be based on the random selection of a class on a specific day with all students in the class at that time being screened. The following procedures will be followed:

- a. With all classes placed in a selection pool, one class will be randomly selected for screening on the designated day. There will be regular weapons screenings for the remainder of the school year.
- b. The administrators and other needed personnel will report to the randomly selected class five minutes after the tardy bell rings to begin the screening process.
- c. Students will be directed from the classroom to a neutral location and screened by two administrators privately. The students will not be allowed to go to their lockers and/or the restroom when they leave the classroom. Another administrator or faculty member will supervise the flow of traffic from the classroom to the screening area. The classroom teacher and another staff member will supervise the students waiting to be screened.
- d. Students will be informed that they are being screened for weapons. Therefore, if they are in possession of any item that would trigger the metal detector, they should remove it from their possession and place it in the personal belongings tray.
- e. If a student refuses to be screened, he or she will be escorted to the office for parent contact. The student and parent will then be informed that the student is suspended pending an administrative hearing.
- f. Regular class activities will resume after the last student has been screened.
- g. School officials will seize any weapons found during the screening. Then parents and the appropriate officials will be notified.

## **WITHDRAWAL**

A student who is leaving or transferring to another school should notify the office. He must obtain withdrawal forms from the office before reporting to his or her class for the last day of school. All personal belongings must be removed from the locker and library books/textbooks and any other school property must be checked in before the student is officially withdrawn. No official transcript can be sent to the school in which the student enrolls until the necessary requirements have been met.

**TROY CITY SCHOOLS**  
**SCHOOL UNIFORM DRESS CODE INFORMATION SHEET**

**TOPS FOR MALES AND FEMALES**

Solid White, Navy Blue, Gray, or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long sleeves or short sleeves)

A small unobtrusive logo that can be covered with a quarter is acceptable for tops only. All tops must be tucked in as part of the uniform.(K, 1, 2 preferred but optional)

Undershirts must be solid white, navy blue or orange with no wording or pictures.

**BOTTOMS**

MALES: Khaki, white, gray, or navy blue pants or shorts (corduroy fabric permitted)

FEMALES: Khaki, white, gray, or navy blue pants, shorts, skorts, capris, skirts, or jumpers (corduroy fabric permitted).

All pants, shorts, skorts, skirts and capris must be secured at the waist and cannot "sag". Shorts, skorts, skirts, and jumpers must be no more than two(2) inches above the knee in the front and back. Two inches above the knee or longer is the rule.

Tights and leggings are acceptable for females only when worn under dresses, jumpers, skirts & skorts. Tights and leggings can never be worn alone as pants. Tights and leggings must be black, brown, navy, white or orange.

Blouses or shirts must be worn with jumpers.

Belts must be worn with pants and shorts that have belt loops. Belts are optional for students in grades K, 1, and 2.

**SHOES**

Tennis shoes (sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc. ...)

Approved shoe colors are Black, Brown, Tan, Navy Blue, Grey, Orange or White.

The style of shoes must be sensible and appropriate for the school setting and activities. All shoe straps must be strapped.

All laces must be tied and the same color.

Socks and hosiery (to include tights) must be of the appropriate colors of black, white, brown, or navy blue.

Chaco type sandals permitted.

## **BELTS**

Black, Brown, Tan, Navy Blue, Grey, or White in the appropriate length, small to medium buckle (Note: All belts must have a buckle.)

## **OUTERWEAR**

Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred.

Sweater vests must be white, navy blue, or orange (pullover or cardigan style) with no belt or hood attached.

Sweatshirts must be white, navy blue, or orange with the collar of the top on the outside.

Sweaters, sweater vests and sweatshirts must not be oversized, bulky or baggy.

Outerwear of school -sponsored organizations is acceptable. (athletic jackets, band jackets, FFA)

## **ITEMS NOT ALLOWED TO BE WORN BY STUDENTS**

Wind pants/sweatpants, velour pants and tops, over-sized clothing, excessively tight clothing, overalls, bell bottoms, unhemmed clothing, clothing with cuts, slits, holes or slashes, denim or jean fabric, sleeveless tops, hooded sweatshirts, overcoats, trench coats, bicycle shorts, leggings/stretch knit, or carpenter's pants Excessive, distracting and/or over-sized jewelry

## **EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE**

(If students do not participate in the activity listed, the approved school uniform dress will be required.)

- Spring Picture Day: Tops Optional/Uniform Bottoms Required (All Schools)
- Week of CHHS Homecoming Activities (Theme Dress-Up Days)
- Homecoming Assembly
- Senior Class Day
- Eighth Grade Recognition Day
- Elementary Grades Recognition Day
- JROTC Uniform Dress Days
- Days for Kindergarten Unit on Colors (Kindergarten students will be allowed to wear tops the color being taught that day.)
- Fifth Grade Chorus and Orff Ensemble will be allowed to wear the "selected top" for performance days.

## **GENERAL INFORMATION**

In addition to the dress code requirements previously listed, the following guidelines will also apply.

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Sandals, slides, crocs, heels or any variations of heels are not allowed.
3. Any article that draws undue attention or disrupts classes will not be allowed.
4. Combs and picks are not to be worn in the hair.
5. Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.
6. Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
7. A current school designated "spirit shirt" may be worn on days approved by the principal.
8. Any student's dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.



**Troy City Schools**  
**Seclusion & Restraint for ALL Students**

Troy City Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion *does not include*, so Troy City Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

**Time-Out**—A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Troy City Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not prescribed treatment for the student’s medical or psychiatric condition.

Troy City Schools shall prohibit the use of **Mechanical Restraint** - the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, so Troy City Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student’s lungs** – any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs.

Troy City Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

- a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c. Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
  1. Use of physical restraint
  2. Techniques to prevent the need to use physical restraint
  3. De-escalation techniques
  4. Positive behavioral intervention strategies
  5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
- f. Annual report to the Troy City Board of Education for:
  1. Use and documentation of restraint
  2. Any prohibited use of seclusion, chemical, mechanical or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Troy City Schools, any of its schools, or any of its program employees, from any of the following:

- a. Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy
- b. The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
- c. Reasonable actions to diffuse or break up a student fight or altercation
- d. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
- e. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or its agents, or employees.
- f. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed

to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

*This policy adheres to the Alabama Administrative Code 290-3-1-.02(1)(f) for seclusion and restraint for all students.*

*Troy City Board Approved:*

*6/18/2012*

## FIELD TRIPS

### GENERAL INFORMATION

Field trips are considered an integral part of the educational program of the school district. Field trips are recognized as a means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow-up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1. A Field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.
2. All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent at least 6 weeks prior to the anticipated travel.
3. Teachers should be limited to one trip per semester that removes students from other teachers' classes. Field trips within the class period are encouraged.
4. The teacher must receive principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.
5. Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.
6. School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all times.

### PARENTAL APPROVAL

1. Prior written approval of parent/guardian is required for student participation on all field trips.
2. Parent/Guardian approval must be on District field trip forms. No other means of approval is acceptable.
3. The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information/medical protocols, if applicable.

## PARTICIPATION BY STUDENTS WITH DISABILITIES

1. No student should be denied access to a field trip or other activity on the basis of a disability.
2. If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.
3. All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
4. All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 Plans.

## FIELD TRIP TRANSPORTATION

### A. Private Transportation

District buses should be used for local field trips when possible. Private buses/common carriers should be used only if District buses are unavailable and applying the following guidelines:

1. Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
2. Private buses/common carriers shall be driven by an adult with a valid commercial driver's license. No students shall be permitted to serve as a driver on such field trips.
3. The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

### B. District-Owned Buses

The following provisions will apply when District-owned buses are used:

1. Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or designee.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in school, be an employee of the District, or be designated as chaperon by the field trip sponsor and approved by the principal.
4. The principal of each school is responsible for handling the scheduling of such trips.
5. The Director of Transportation is responsible for arranging for field trip buses based on contact by the principal, assigning a permit number, employing the driver, and making arrangements for fuel.
6. Only adult drivers with a state-approved school bus driver's license will be permitted.
7. The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

Board Approved 9/25/2012

## SCHOOL/PARENT COMPACT

### School Responsibilities

CHMS will:

1. Provide student focused and data-driven instruction through the assistance of research based programs and best practices by highly qualified teachers and staff. All activities are focused on raising achievement, where a variety of resources and supports will also be provided to ensure student success.
2. School-wide parent conferences are scheduled in the fall and spring of the school year. Individual teacher/parent conferences will be conducted as requested by the parent or teacher. The school will also provide open house opportunities at the beginning of the school year for parents to learn about classroom and school routines and procedures. Workshops will also be conducted to help parents learn of curriculum programs and how they may assist their students at home. Special events such as Parent Teacher Organization meetings, musical programs, awards programs, etc. will be held to encourage parental involvement and to provide recognition to parents and students.
3. Student progress reports are provided to parents during the midpoint of each grading period and online access to grades are provided online via I-Now on the website.
4. Parents have formal access to their child's teacher through an appointment during the teacher's planning time, or before or after school hours. Parents are encouraged to communicate with the teachers and administration by letter/note, email, or phone call.
5. Provide parents opportunities to volunteer, participate in their child's class, and to observe classroom activities, as follows:
  - a. Parents are encouraged to volunteer, participate, and observe classroom activities during scheduled times such as: field trips and curriculum related activities.

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Ensure that my child is punctual and attends school regularly.
- Establish a time for homework and review it regularly.
- Support the school in the effort to maintain proper discipline.
- Encourage my child's efforts and be available for assistance.
- Monitoring the amount of television and video game engagement of my child.
- Read with my child and let my child see me read.

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement to meet or exceed the state's high standards. Specifically we will:

- Attend school regularly.
- Come to school with the required materials and tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Obey the student code of conduct.

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School

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Parent(s)

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Student

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Date

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Date

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Date

**TROY CITY SCHOOLS**  
**Parent Right-To-Know • Request Teacher Qualifications**  
**Title I, Part A, Section III (b)(6), No Child Left Behind Act of 2001, Public Law 107-110**

I am requesting the professional qualifications of \_\_\_\_\_

Who teaches my child \_\_\_\_\_ at \_\_\_\_\_  
Child's Name (Please Print) School (Please Print)

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip

My telephone number is \_\_\_\_\_

My name is \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature Date

**This Section to be Completed by School/Central Office**

Date Form Received: \_\_\_\_\_ Received  
By: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Has the teacher met state qualifications criteria for the grade levels and subject areas in which he/she teaches?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is the teacher teaching under emergency or other provisional status? \_\_\_\_\_ Yes \_\_\_\_\_ No

Undergraduate Degree \_\_\_\_\_ (university/college)  
Major Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_ (university/college)  
Major Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the qualifications of the paraprofessional?

\_\_\_\_\_

High School Graduate \_\_\_\_\_ (year)

Undergraduate Degree \_\_\_\_\_ (university/college)  
Major Discipline \_\_\_\_\_

College/University Credits \_\_\_\_\_ (hours) Major Discipline \_\_\_\_\_

\_\_\_\_\_

Signature of Person Completing Form

Date Returned to Parent

Both STUDENT and PARENT are to read and then SIGN in respective blanks. UPON SIGNING, PLEASE RETURN TO YOUR CHILD'S HOMEROOM TEACHER.

I have read and understand the information contained in this handbook and will abide by the policies and procedures as it will make a better school and enhance my educational opportunity.

Student's Signature \_\_\_\_\_  
Date \_\_\_\_\_

I understand the policies and the procedures contained in the Parent/Student Handbook and will have my son and/or daughter adhere to them.

Parent's Signature \_\_\_\_\_  
Date \_\_\_\_\_