

Marbury Middle School



HANDBOOK FOR STUDENTS AND PARENTS 2022-2023

◆ RESPECTFUL ◆ RESPONSIBLE ◆ RESOURCEFUL ◆

**210 County Road 20 East
Marbury, Alabama 36051
334-365-3522**

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AUTAUGA COUNTY BOARD OF EDUCATION

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MISSION STATEMENT

The mission of Autauga County Schools is to provide excellent educational experiences for all students to be successful in life.

VISION STATEMENT

“Today. Tomorrow. Together.”

MARBURY MIDDLE SCHOOL

William Conyers
Principal

Melissa Baker
Assistant Principal

MISSION STATEMENT

Our mission is to provide a safe, nurturing environment which meets individual needs and promotes learning and self-esteem.

VISION STATEMENT

“Molding Minds for Success.”

PRINCIPAL'S WELCOME

As the Principal of Marbury Middle School, I would like to welcome you and your child to MMS. As we begin the 2022-2023 school year at Marbury Middle, I want you to know that the faculty and staff are dedicated and committed to providing your child with a positive middle school experience. During your child's time at MMS, your child will grow both socially and academically. Our goal is for your child to become more respectful, responsible, and resourceful in all that they do. In order to meet this goal, we acknowledge that the educational process benefits your child greatly when all stakeholders work together. Your involvement in your child's education is important to his/her academic success. In working together, we can ensure that each student becomes a productive member of society.

You play a vital role in how successful your child will be at Marbury Middle School. Please visit our website at <https://www.marburymiddle.com/> to stay up to date on upcoming events and check teachers' calendars for academic updates.

The faculty, staff, and I are dedicated to ensuring the success of all students. We value your support and look forward to helping your child have a most successful middle school experience. I look forward to seeing your child grow both academically and socially during his/her time at Marbury Middle School.

It's Great to be a Bulldog!!!

Sincerely,
William Conyers, Principal

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, religion, national origin, age, handicapping condition, belief, creed, or ethnic group.

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and having firearms in their possession in a school building, on school grounds, on school buses, or at school-sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Marbury Middle School is in compliance with regulations stated in the Family Education Rights and Privacy Act (FERPA)

DRUG EDUCATION STATEMENT

The possession, sale, and use of alcohol, tobacco/vapes, and all illegal drugs are prohibited on school premises. The school continues to provide students with information about the effects regarding the use of alcohol, tobacco, and all illegal drugs. ***All prescription and over-the-counter medication should be given to the school nurse by a parent.*** A student in possession of or distributing these medications is subject to severe consequences in accordance with Autauga County discipline procedures.

MARBURY MIDDLE SCHOOL PHILOSOPHY

The Marbury Middle School Faculty, in agreement with the Autauga County Board of Education, believes in the dignity and worth of each student and strives to meet each individual student's needs.

We, the Faculty of Marbury Middle School, believe:

- That students learn in different ways and at different rates, each with unique needs; therefore, we will continually evaluate each student's needs and develop lessons that promote the learning process.
- That learning occurs when a student is comfortable and secure; therefore we will institute a program in which he/she may find continued success.
- That the skills of reading, oral and written communications, and mathematical computation are basic to each student's development; therefore, we will give basic skills their needed emphasis in our curriculum.
- That the curriculum should be a constantly changing pattern for learning; therefore, we will continually reassess student needs in order to amend and vary the curriculum.
- That students learn best when there is a respectful congenial relationship with concerned teachers; therefore, we will be professional in dealing with our students.
- That the school organization should be flexible enough to meet individual needs; therefore, we will be open to new ideas, programs, and learning experiences that will aid the student's learning process.
- That the school organization should seek to utilize the resources of community organizations and concerned citizens to implement school plans and school evaluation; therefore, we respect the ability and desire of parents to assist their children in accomplishing educational goals. We also seek to involve parents as members of the educational team.
- That the school and community should cooperate in serving the basic needs of the students; therefore, we will present the skills and concepts needed to live constructively and productively in our changing society.
- That community should provide support resources for training and employment opportunities for leadership; therefore, we will provide the framework for interaction within the community.

Our school philosophy and objectives were written by the faculty, administrative staff, and community-parent representatives. Our objectives were re-evaluated and can be modified to meet the needs of the students in a constantly changing society.

The faculty is in agreement with the purposes of the school and feel that the purposes are clearly defined and stated.

GOALS AND OBJECTIVES FOR STUDENTS

The Autauga County Board of Education has established the following broad goals and objectives for each student:

1. Intellectual Discipline
 - a. knowledge of the basic skills in reading, writing and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English and other required disciplines in the higher grades
 - b. development of the skills in logical analysis, evaluation, and problem solving
 - c. development of skills, knowledge and attitudes necessary for effective communication, including listening, speaking, reading, and writing.
2. Economic and Occupational Competence
 - a. knowledge of the fundamental economic structure and processes of the American system and the opportunities of the individual citizen in the system.
 - b. development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering in the world of work
 - c. competence in the application of economic knowledge to such practical functions as handling personal finances and participation in community and economic affairs
3. Citizenship and Self-Understanding
 - a. knowledge of comparative political systems with emphasis on democratic process
 - b. development and practice of skills in participating in the political process and understanding of how political decisions are made
 - c. development of skills, knowledge, and attitudes necessary for becoming a responsible citizen and understanding values as they relate to society
4. Physical and Environmental Health and Ecological Balance
 - a. development of skills and knowledge of the requirements for personal hygiene, nutrition, and physical exercise to maintain personal health
 - b. knowledge of the dangers of addiction to harmful practices or consumption of harmful materials
 - c. knowledge and understanding of the physical world and the relationship of the individual to it
 - d. competence in recognizing and preventing environmental and ecological problems
5. Creativity and the Arts
 - a. knowledge and appreciation of the fine arts
6. Community and Life-Time Education
 - a. commitment to education for the entire community to provide means for economic improvement, cultural development and enrichment of personal and family lives
 - b. encouragement of citizens to participate in school activities on a community-wide basis
 - c. appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in lifetime sports

SOURCE: Autauga Board of Education, Prattville, Alabama

ADOPTED: September 25, 1986

ANNUAL REPORT ON ASBESTOS

The Autauga County Public Schools have completed the required asbestos inspections in accordance with the requirement of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

INSTRUCTIONAL PROGRAM

Our instructional program is designed so that our students receive 360 minutes of instruction each day. This time is divided among specific subjects in accordance with guidelines established by the State Department of Education. Within the allotted times, objectives outlined in the Alabama Course of Study for each subject are included in the curriculum. The success of your child depends upon your working together with his/her teacher(s).

POWERSCHOOL

Parents and guardians only (due to privacy concerns) can set up a PowerSchool Parent Account. ***The credentials for this account can be requested from the front office during normal school hours.*** PowerSchool allows you the ability to view your child's:

Report Card Grades, Current Class Averages with assignment grades, Teacher Notes, Homework Assignments, School Events, Attendance Records, Discipline Records, Schedule, Class Attendance Records, Attendance Calendar

All information is private and secure. You will be assigned an ID number along with a PIN number. Information is live, and teachers are required to update grades weekly.

504 PROGRAM

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school's 504 coordinator or the system's 504 director.

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0 – 21, and not in school, call (334) 361-3843 or write to CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

GIFTED EDUCATION

Gifted students are those who perform at or 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.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is 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 additional information, contact the Autauga County Board of Education Special Education Supervisor, Dr. Sharon Streeter, (334) 361-3843.

ATTENDANCE

Coming to school every day is absolutely necessary for a child's successful learning. It may be very difficult for the child to catch up when instruction is missed. ***ARRIVING ON TIME TO SCHOOL, BEING ON TIME FOR ALL CLASSES DURING THE DAY, AND REMAINING IN SCHOOL UNTIL DISMISSAL assures that students obtain the maximum benefits of planned instruction.***

STUDENT ABSENCES / MAKE-UP WORK

A parent or guardian must explain in writing the cause of any and every absence of the child **no later than three (3) days following return to school.** The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian, or legal custodian when a child is absent. Five (5) unexcused

absences within a school year constitute a student being truant, and, on the seventh (7) unexcused absence, a complaint/petition may be filed against the child and/or parent.

- **Excused Absences:**

- Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:
 - illness;
 - death in the immediate family;
 - inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
 - legal quarantine;
 - emergency conditions as determined by the principal; and
 - prior permission of the principal and written consent by the parent or guardian.
- A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding ten (10) absences during the school year. Further absences will require a written excuse from a medical doctor or court official. All excuses must be presented within three (3) days of the return to school.

- **Unexcused Absences/Truancy:**

- Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. The parent or guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference - mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

- **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 schoolwork and/or examinations missed during said absence or absences.
 - 6th Grade: 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.
 - 7th/8th Grades: The student 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 re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.
- Parents/Guardians: We ask that unless a student has been absent for more than three days, it is best to wait until he/she returns to school to ask for makeup work. If an illness lasts longer than three days, we ask that you call the school office prior to 9:00 AM to request makeup work that can be picked up after 3:00 p.m. in the school office. Please note that teachers are not obligated to provide make-up work for unexcused absences.

- Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

CHECK-INS / CHECK-OUTS

Check-Ins:

Students who report to school at any time after 7:45 A.M. must report to the office where they will be signed in by their parent/guardian. ***Please park in a parking space; do not inhibit the flow of traffic by parking directly in front of the school.*** Check-ins are excused for the same reasons as absences. Check-ins for any other reasons are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.

Check-Outs:

For students to gain the maximum from their school experience, it is imperative that they remain in school until the very end of the school day. All doctor's appointments are best scheduled for days when school is not in session.

All persons checking out a student must be prepared to show picture identification at the time of check-out.

Students who check-out of school must be signed out through the Office by their parent/guardian or parent/guardian designee. We will try to assist parents in matters dealing with each situation. Students will not be called out of class to wait in the office for your arrival, as this reduces the student's instructional time. ***Please park in a parking space; do not inhibit the flow of traffic by parking directly in front of the school.***

Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined. **There will be no checkouts after 2:30 p.m.** We want to ensure that every child is where he/she needs to be for dismissal. This policy is needed for your child's safety.

TARDINESS

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after 7:45 should be accompanied to the office by a parent or guardian. Excessive tardiness, for any reason other than reasons for excused absences, will result in disciplinary action. Only an excused tardy permits class work to be made up.

WHEN TO KEEP YOUR CHILD AT HOME DUE TO ILLNESS

Regular attendance at school is encouraged and is necessary for your child's progress. However, he/she should stay at home if he/she has any of the following conditions, in order to prevent the spread of communicable diseases to others.

- A. Fever—Temperature of 100.4. Children should remain home until fever free for 72 hours or Healthcare Provider's documentation to return to school.
- B. Vomiting—Your child should not attend school if he/she has vomited within the last 24 hours.
- C. Diarrhea—Your child should remain home if he/she has had diarrhea within the last 24 hours.
- D. Undiagnosed Rash—Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox, or some other contagious disease.
- E. Pink Eye (conjunctivitis) - Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.
- F. Lice and/or nits (eggs) - Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring a receipt for lice shampoo. Take your child to the office to see the school nurse.

*If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her home and contact your healthcare provider.

AUTAUGA COUNTY SCHOOLS HEALTH SERVICES (334) 361-3898

Parents/Guardians: Your child will be furnished a **Health Assessment Record** form at the beginning of the school

year. The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The information requested is essential for the school nurse to meet the health needs of your child. **Please be sure to fill out the information requested and return it to the school. Additionally, it is imperative that you update phone numbers so that we have a way of contacting you, should you need to be reached concerning a medical issue.**

ILLNESS AND ACCIDENTS AT SCHOOL

If your child becomes ill at school, the nurse or designee will telephone you to come for him/her. Upon your arrival, go to the front office and request school personnel to notify the nurse that you have arrived. Sign your child out in the front office.

If neither parent can be reached by phone, the school nurse is authorized to call the persons named by you on the registration form to come and check your child out. It is imperative that you update phone numbers with the school, so that we have a way of contacting you should you need to be reached concerning a medical issue.

Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the paramedics, making every effort to notify the parents at the same time. Parents are responsible for any charges made by the paramedics. The school does offer insurance through a provider. If you would like to receive more information on purchasing this insurance, please inquire through the bookkeeper.

It is imperative that you keep current all phone contact information for yourself and any individual that you have designated as an emergency contact on your child's Enrollment Form.

HEALTH PROBLEMS

Any student who has a special medical problem must have a written statement from a doctor. There is also a space to list special medical problems on the school registration form. It is important that all medical needs of the student are disclosed to school personnel, including the school nurse, so that any necessary accommodations may be made. You need to notify the office if your child has adverse reactions to herbicides or pesticides.

MEDICATION

Occasionally, a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a **Medication Authorization Form** from the school nurse or school office. This form is to be completed by the physician and signed by the parent for ANY medication, **including over-the-counter medications** (Tylenol, Advil, Midol, etc.). Certain medications, such as inhalers, may be self-administered and kept with the student, provided the medication form is properly filled out. **NO medication may be given to any student regardless of parent request until a medication form is brought to school.**

Students are not permitted to bring medications to school. **Student possession of ANY medication is a serious offense.** All medications must be brought to school by a parent/guardian and checked in with the school nurse. Medications will be received only if in the original prescription bottle and clearly labeled by the pharmacist with the student's name, name of medication, dosage, and time the medication is to be given at school.

Any over-the-counter medication used while at school must be brought to the school unopened and will be labeled with the student's name. There are no "stock" medications. Each student will have his/her own medication. Any controlled medication such as ADHD medications must be brought to school by the parent. Also, any medication changes will require that a new **Medication Authorization Form** be filled out prior to medication being brought to school. All medications will be given by the school nurse and will remain in a secured cabinet. While it is important for students to be able to take medications at school, parents are encouraged to give the student his/her medication before or after school if possible.

STUDENT PREGNANCY

A pregnant student may attend school and may participate in regular school programs until such time as the student's physician recommends termination of school activities. The student will be expected to (1) notify the

school principal or counselor after the pregnancy is confirmed and (2) provide the principal with a written statement from a physician, which confirms the expected date of delivery and includes the physician's recommendation concerning attendance.

INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets of saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation to the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

Fever, Headache, Stiff neck, Red rash, Drowsiness, Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

GUIDANCE SERVICES

Guidance services are available to all students. Students must obtain a pass from their teacher prior to visiting the guidance office.

DELIVERIES

Deliveries to the school will not be permitted at MMS. All deliveries will be turned away.

SCHOOL FACILITIES

All school facilities are under the supervision of the principal. The principal is responsible for school facilities and equipment at all times.

PROOF OF RESIDENCY

MMS reserves the right to ask for current proof of residency. Random checks are made periodically throughout the school year.

LOCKERS

Lockers are available to students in Grades 7 and 8 only and can be purchased for \$10.00. All locker sales are non-refundable, and you may NOT change lockers or add a person to your locker space without notifying the office.

Locker-Access Schedule:

- Students with a TOP locker can access their locker before school and after 1st, 3rd, 5th, and 6th periods.
- Students with a BOTTOM locker can access their locker before school and after 2nd, 4th, and 6th periods.

LOST AND FOUND

Students should report articles lost to the front office. The office staff will make every effort to recover the lost article. *Please make sure jackets, lunch boxes, etc. are labeled with your child's name.* Students finding lost

articles should turn them in to the front office. The office staff will make every effort to return them to the proper owner.

PARENT CONFERENCES AND SCHOOL VISITORS

Parents/Guardians are encouraged and welcomed to come to school to talk with their child's teacher, but you must have an appointment time set up beforehand. Appointments may be arranged to coincide with the teacher's schedule, by calling the school office (334-365-3522) or by emailing the teacher.

All visitors must sign in through the front office, before visiting any part of our school. Each visitor must wear a **visible pass** issued by the school office; student safety is our priority, and wearing a pass lets all know who is "safe." **All parents/guardians/visitors are reminded that classes should never be interrupted by "dropping in"; all must schedule a time to visit classes, as every interruption pulls the teacher away from student instruction and supervision. Speaking with a teacher or child should be done by appointment only.**

VOLUNTEERS

Parents are encouraged to volunteer in any way. You may volunteer by helping your child's teacher, either from home or in the classroom. We encourage parents to help in any classroom or grade, to assist in the development of all our children in the community. Volunteer information will be provided.

FIELD TRIPS AND CHAPERONES

When parents and guardians accompany classes on field trips, it is important that parents do not bring siblings along. To ensure the safety of all students, supervision must be focused on the children assigned to each chaperone. Children **MUST** be signed out by a parent/guardian when returning to campus from field trips. No refunds will be given on field trips. If a student is currently serving ISS, Suspension, or Alternative School, permission to attend the field trip will be at the discretion of the Principal or his designee. Also, if students have been assigned to ISS, Suspension, or Alternative School during the year, a parent/guardian may be required to attend the field trip with his/her child.

TELEPHONE PROCEDURES

If possible, we try to get emergency messages delivered to the students at the beginning and end of each period so that instructional time is not interrupted. Students may request that office personnel make **ONLY** emergency calls for them. Daily transportation arrangements should be made prior to a student arriving on campus for the day.

CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices including, but not limited to, Apple/Android watches or any other devices that connect to a smartphone, digital cameras, camcorders, PDA's, MP3 players, and headphones/earbuds, must be stored throughout the school day according to the following:

- All 6th-grade students are to keep such items in their book bags.
- All 7th- and 8th-grade students are to keep such items in their locker.

The use of such devices while on Marbury Middle School campus (including before and after school) without permission is strictly prohibited. Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation. The use of camera cell phones for taking or disseminating pictures or videos is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses.

Violations of these policies may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that may be imposed. The school principal may also refer the matter to law enforcement if the violation involves an illegal activity. The District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto District property, and the District shall not assume responsibility for unauthorized calls made on a cell phone.

CONFISCATED ITEMS

All confiscated items will be released **to the parent** before or after school. These items will be locked up in a safe and secure place. **The school is not liable for confiscated items not picked up within three (3) school days.**

UNNECESSARY ITEMS

Any item that will interfere with class instruction (including, but not limited to, trading/playing cards, game boys, iPods, ps2, DS, radios, balls and other toys) must be left at home. The school is not responsible for these items being lost, stolen, or given away to charity. Souvenirs such as toy guns, spears, knives, and other weapon-like toys that are available for purchase at field-trip sites may not be purchased and brought onto the school bus or back to our school. **Spray perfumes, colognes, and deodorants are not allowed. Fidget toys are not allowed unless prior approval is given by the administration.** *Any item collected must be picked up by the parent, and the parent will be requested to sign indicating their receipt of the item.*

EMERGENCY PLANS

FIRE DRILL:

Fire drills are held as required by state guidelines. The signal for a fire drill will be announced by the principal, a designee, or the activation of the alarm system. The following procedure will be followed:

1. Stop all work immediately
2. Teacher signals for departure. Students move in a straight, single-file line.
3. Exit according to plan found posted in each class.
4. The teacher will leave the room last and will unlock and close the door.
5. All proceed far enough from the building to be safe.
6. Students must remain quiet at all times.
7. Principal or designee will signify the all clear, and students will return to their room.

TORNADO DRILL:

The following procedure will be carried out when conditions deem it necessary and during the required practice drills. The signal will be one long, continuous ring of the bell. If the power is off, the office staff will come to each room and inform the class of the emergency. Students will be located in the safest possible place during these conditions. They are to sit quietly with some form of protection over their heads. The principal or designee will announce the “all clear.” Under a real warning, no students will be released from the building.

STUDENT SAFETY:

In the event of an actual emergency, which requires the student body to be removed from MMS for safety or security reasons, the student body will be transported to Marbury High School.

EARLY RELEASE PLAN FOR MMS

We would like to take this opportunity to explain some of the proper and updated procedures in the event of an early school-day release. Please keep in mind that at MMS-student safety is always put first, and, while some of the procedures may seem extreme, they are truly in the best interest of your child. We want every child to get home safely during a very small window of time.

When an early release is necessary, it is announced by the superintendent; at that time, he informs all principals, and plans are put into motion. ALL announcements are released to the media and reported on Channel 12 WSFA and radio station MIX 103.3; it is also released from our automated calling system and the following social media sites: Facebook, Instagram and Twitter. Some teachers will call parents, but this is not required.

After announcements are made, children may be checked out by entering the front door of the building. ***Please park in a parking space; do not inhibit the flow of traffic by parking directly in front of the school.*** If you try to call the school, be aware you may not get an answer. If you have questions, refer to this plan AND turn on the local news and/or check our website or social media sites for updates. Make sure you have notified the school of any changes in phone numbers.

CONNECT WITH US ON SOCIAL MEDIA

Facebook: Official Marbury Middle Page
 Instagram: @marburymiddle
 Twitter: @marburyms

SCHOOL MEALS

We serve breakfast and a hot meal each day for lunch that includes a choice of meats and vegetables. Our weekly menus are listed on the school website.

Lunch should be purchased for a minimum of ten days at a time. Parents are encouraged to pay for meal tickets as far in advance as possible and may pay up to the amount needed for the remainder of the school year. Children have a difficult time remembering to bring their account tickets home when it is time to pay for more lunches, so parents, please remind your children to bring the lunch slip to you.

Checks may be written to pay for meals for the cost of lunches only. Be sure to write the child’s name and the homeroom teacher’s name on the top corner of the check. ***A fee will be charged for returned checks.***

If a child brings lunch from home, the lunch ticket will not be used that day. Students who bring their lunch may also bring something to drink. However, carbonated drinks are not allowed. No fast food lunches will be allowed in the cafeteria at MMS, as well as cupcakes, cakes, cookies, etc.

Application forms are available for parents of children who need free or reduced meals. Each child will receive this form at the beginning of the school year and at any other time upon request. Children who have received free or reduced meals will need the application form completed each school year.

Parents, grandparents, and legal guardians are invited to eat lunch with their children. If possible it is best to send a note to your child’s teacher the morning of your lunch date so that the cafeteria will be able to prepare enough meals for everyone buying. All guests need to sign in through the front office and receive and wear a visible lunch pass. Lunch guests may wait for children outside the lunchroom. Your child will know their scheduled lunchtime.

Questions regarding the school lunch program may be addressed to the lunchroom manager, by calling 205-755-9569.

MEAL PRICES

A-la-carte items are available for purchase. Lunches will not be charged to accounts with a negative balance.

Meal	Student	Employee	Visitor
Breakfast	\$1.25	\$1.50	\$1.75
Lunch	\$2.75	\$3.50	\$4.25
Milk	\$0.50	\$0.50	\$0.50

CHARGED MEALS IN THE CAFETERIA

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done by phone calls from the cafeteria manager's office, by letter, and/or automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Principal has the right to decide if an alternative meal may be served to a student owing money. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

The money that is owed may be for a student whose eligibility status is paid, reduced, or free. All debt must be paid prior to a student progressing to the next grade. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.

BREAK TIME / EATING AND DRINKING ON CAMPUS

Students have Break each morning, during which time they can eat a snack. Students may bring a snack from home, or they can purchase food and drink items from the school for \$.25-\$1.00 per item. Snacks must be consumed during Break only and in the designated Break area.

Students are not permitted to eat or drink outside of the designated times and locations (breakfast and lunch in the Cafeteria and a snack at Break in the Break area). There will be no eating and drinking in any other areas of campus (including hallways and classrooms). Do not bring Snyder's of Hanover pretzels into the building. **Exception: Water will be permitted throughout the day, when brought in a clear, sealable container.

Drinks labeled "Not intended for children under 18" will not be permitted for consumption by students at Marbury Middle School.

DISCIPLINE POLICIES

Good discipline in the school is extremely important to the total school program and is vital to the development of citizenship. We expect our students to show courteous concern and respect for others and to observe instructions and rules, punctuality, appearance, and faithfulness, both inside and outside the classroom. We also expect our students to demonstrate the highest standards of honesty, integrity, and reliability so that we can fulfill our responsibility of providing the best possible educational opportunities and experiences at Marbury Middle School. We expect each student to conduct him/herself in a responsible manner at all times. Parents and students are held responsible for their conduct.

GENERAL CONDUCT RULES:

Along with other rules and policies stated throughout this handbook, students should...

- Follow directions the first time they are given.
- Show respect to all school personnel. Disrespect will not be tolerated.
- Keep hands, feet, and objects to themselves.
- Come to school prepared with all materials needed for each class.
- Not bring materials to school that are not related to learning.
- Not run in hallways or on the grounds, except during P.E. activities.
- Dress properly at all times. (See Dress Code section.)
- Not litter the school grounds or buildings.
- Not chew gum. (Gum chewing will result in Morning Detention.)

If violations do occur in any of these areas, they will be considered minor violations initially and will be dealt with at the discretion of the teacher or administrator witnessing the infraction.

In the classroom, it is anticipated that most discipline problems can be handled between a teacher and the student. Each teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians when feasible, and/or by scheduling conferences with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, will the student be referred to the principal or his designated person(s).

Disciplinary action can include a warning or an assignment of break detention, morning detention, work detail, in-school suspension, out-of-school suspension, or alternative school. Please refer to the Autauga County Parent-Student Code of Conduct for a full explanation of our discipline procedures.

MORNING DETENTION

Morning detention will be one of the discipline procedures used for unacceptable behavior. Parents will be notified of their child's admission to morning detention by a telephone call and/or by Discipline Documentation being sent home with the student. Report time for morning detention is 7:00 a.m. Any student not reporting to morning detention by 7:00 a.m. will have their discipline escalated to In-School Suspension (ISS).

IN-SCHOOL SUSPENSION (ISS):

In-school suspension will be one of the discipline procedures used for unacceptable behavior. Each case will be reviewed, and the principal or his designee will assign the number of days to be served. Parents will be notified of their child's admission to ISS by a telephone call and/or by PowerSchool Discipline Documentation being sent home with the student. Extra days or other measures, including Alternative School, will be assigned to a student who does not comply while assigned to ISS. Students who check out or are absent on an assigned day of ISS will be assigned another day of ISS to replace the check-out or absence day. Any student who is suspended from ISS or serves Alternative School time for misbehavior in ISS must, upon his/her arrival back at this school, begin serving his/her remaining time. ***Parents must accompany their child to Marbury Middle School on the day following release from Alternative School, for a conference with the principal or his designee after 8:15 A.M.***

Teachers will provide students assigned to ISS with their work. Students are expected to complete their assignments while in ISS. Assignments not completed during ISS will receive a grade of zero and no extra time will be given, unless allowed by a student's 504 or IEP plan.

DRESS CODE

Students need to come to school in comfortable clothing. It is best to put the student's name on any clothing that will be removed at school, such as coats or sweaters.

The following articles of clothing and other items are **not allowed**:

- Pajama bottoms or tops

- Blankets
- Holes in pants/jeans above the knee without leggings or patches underneath (No skin may be showing)
- Strapless dresses
- “Spaghetti straps,” “tee tops,” and “muscle shirts”
- Mini skirts and short shorts
 - Should not be overly tight and should be properly fitted at the waist height. Should be walking type shorts, not athletic shorts with wide legs and/or slits. Shorts/skirts should not be more than 3 inches above the knee when standing, or at the discretion of the principal or designee for tall students. Leggings/tights do not change the length of the skirt.
- Overalls unfastened or with bibs down
- Belts unfastened
- Picks or combs in hair
- Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
- Oversized clothes large enough to conceal items
- Bagging/sagging pants worn below waistline
- Exposed midriffs
- Facial jewelry
- Hats, caps, and sunglasses inside the facility
- Bandannas or scarves
- Flip-flops or sneakers that are unlaced or untied
- Clothing made of sheer fabric or spandex (This includes LEGGINGS/JEGGINGS when not worn with a dress, skirt, or shorts that are not more than 3 inches above the knee when standing)
- Clothing which is too short, too tight, or too revealing
- ANY AND ALL CLOTHING DEEMED INAPPROPRIATE BY THE ADMINISTRATION

BUS TRANSPORTATION

School bus transportation requires serious concentration by the school bus driver. Distractions due to student behavior can lead to very serious problems. It is most urgent that your child behave while riding a school bus. **When a child’s behavior becomes a problem for the school bus driver and the child receives a bus referral, he/she can lose bus-riding privileges for several days, or even permanently, and can be disciplined in accordance with regular disciplinary procedures.**

Students must ride only the bus to which they are assigned and can only get on and off the bus at his/her assigned locations. A child must ride the bus in the morning at least one time to be able to ride the bus in the afternoons; this allows the driver to know the pick-up and drop-off location. If a student is to leave school by any means other than originally designated, written and/or oral permission from the parent/guardian must be submitted to the office before the child will be allowed to change his/her mode of departure. ***No transportation changes after 2:00p.m.*** Bus questions should be directed to Mr. Messick or bus garage staff at (334) 361-3897 or (334) 356-8335.

STUDENT BUS CONDUCT:

The primary purpose of school buses is to transport students safely to and from school. In order to accomplish this, students must adhere to the following guidelines:

1. Students will listen to and obey the bus driver; do not distract the driver at any time.
2. Students will demonstrate respect to the bus driver and others (no profanity, arguing, name calling, or use of obscene or abusive language)
3. Students will talk quietly to seat partner(s) only; no shouting or yelling to others inside or outside the bus.
4. Students will stay seated in assigned seat, facing front; do not change seats.
5. Students will keep all personal belongings in lap and will keep hands and feet to self.
6. Students will not eat, drink, chew gum, use electronic devices or tobacco products on the bus.
7. Students will not block the aisle/emergency door with book bags, band instruments, or other items.

8. Students will not fight or scuffle on the bus.
9. Students will not play music out loud or band instruments on the bus.
10. Students will not litter the bus or throw objects inside or outside the bus; absolutely nothing out the window (body parts, paper, spitting, etc.)
11. Students will not have in their possession weapons or tobacco of any kind.
12. Students will not tamper with any of the equipment on the bus, especially the emergency door.
13. Students will not deface any part of the bus (do not write on, cut, or damage seats, sides, or other parts of the bus).
14. Students will not leave the bus except at their regular bus stops. (Stop changes/visiting riders must have a note approved by the principal's office.)

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

Alabama law requires that all parents/guardians ensure that children in their charge enroll and attend school and conduct themselves properly in accordance with written policy on school behavior, adopted by the local board of education.

GRADES / PROMOTION AND RETENTION

The Board Policy on Grading/Promotion and Retention will be followed. See the Autauga County Parent-Student Code of Conduct for further explanation.

TEXTBOOKS

Textbooks are furnished by the Autauga County Board of Education. Students are encouraged to use these books as often as possible and may take them home at any time. We expect each student to take good care of their books. These books must be paid for if they are lost or damaged.

SEMESTER EXAM EXEMPTION PROCEDURE

- Semester and Final Exam Exemption Policy New: 6.16

Exams are required in all subjects. The exam exemption policy approved by the Autauga County Board of Education will be as follows.

Students in grades 7-12 will take midterm exams.

Students in grades 7-12 will also take all semester exams unless they are exempt utilizing one or more of the criteria listed below:

1. An "A" average in each class and not more than five (5) absences in a given class, subject and/or block at any time during the academic year.
2. A "B" average in each class and not more than three (3) absences in a given class, subject and/or block at any time during the academic year.
3. A "C" average in each class and not more than two (2) absences in a given class, subject, and/or block at any time during the academic year.

- Final exams are required in all subjects. The only exemption is described in the Exam Exemption Policy. In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned in-school suspension more than two times, has been suspended from school, or assigned to the Interim/Alternative Program at any time during the academic year.
- There will be no open book exams and no take home exams for the mid-term and final exams.
- Semester/Final exams are recorded as numerical averages.

WITHDRAWALS AND TRANSFERS

When a student must withdraw from our school, we ask that the parents notify the school as soon as possible. The parent/guardian will need to come into the school office to sign the necessary release forms and provide the name and address of the school where the student will enroll next. Only parents/legal guardians may withdraw a student. In cases of custody issues, the parent who maintains physical custody of the child is the only parent that may withdraw the student. A 24-hour notice of withdrawal will be beneficial in expediting the withdrawal process. A picture ID is required to complete the process.

PROPER CHANNELING OF A CONCERN OR QUESTION

STEP 1	STEP 2	STEP 3	STEP 4
Parent/Student to Teacher	Parent/Student to Dr. Baker	Parent to Mr. Conyers	Parent to Mrs. Addison (Central Office)
Present the issue to the Teacher	Present the issue to Dr. Baker	Present the issue to Mr. Conyers	Present the concern to Mrs. Addison
The issue is addressed and resolved.	Dr. Baker will consult with the teacher and principal and then will return with a decision.	Call the office to schedule a conference with Mr. Conyers	The concern is addressed and resolved.
*Parent/Student understands the resolution: STOP HERE	*Parent/Student understands the decision: STOP HERE	*Parent/Student understands the decision: STOP HERE	*Parent/Student understands the decision: STOP HERE
*If the Parent/Student does not feel that the situation has been resolved: MOVE TO STEP 2	*If the Parent/Student does not feel that the situation has been resolved: MOVE TO STEP 3	*If the Parent/Student does not feel that the situation has been resolved: MOVE TO STEP 4	*If the Parent/Student does not feel that the situation has been resolved: Contact Central Office to schedule an appointment with Mr. Tidmore (Superintendent)

AUTAUGA COUNTY SCHOOL SYSTEM CALENDAR 2022-2023

August 3-9	Institute / Teacher In-Service Days
August 10	School Opens
September 5	Labor Day
October 10	Fall Break
November 11	Veterans Day
November 21-25	Thanksgiving Holidays
Dec. 16	Early Dismissal
Dec. 19 - Jan. 2	Christmas Holidays
January 3	Teacher In-Service Day
January 4	School Resumes
January 16	Martin Luther King, Jr. Day
February 17	Teacher In-Service Day
March 20-24	Spring Break
April 14	Weather Day
May 26	Last Day of School / Early Dismissal

Nine-Weeks Grading Periods

1 st nine-weeks ends	October 12 =	44 days
2 nd nine-weeks ends	Dec 16 =	<u>41 days</u>
		85 days
3 rd nine-weeks ends	March 9 =	45 days
4 th nine-weeks ends	May 26 =	<u>50 days</u>
		95 days

Total Number Instructional Days: 180

Progress Reports / Report Card Dates

<u>Grading Period</u>	<u>Progress Report</u>	<u>Report Card</u>
1 st Nine-Weeks	September 12	October 17
2 nd Nine-Weeks	November 9	January 6
3 rd Nine-Weeks	February 6	March 17
4 th Nine-Weeks	April 24	May 26

Tentative Testing Dates

ACCESS for ELLs (Grades K-12)	January 17 - March 17
ACAP Summative (Grades 2-8)	March 20 - April 28
ACAP Alternate (Grades 2-8)	March 1 - April 7

****PLEASE NOTE: Testing dates are given at the beginning of the school year to ensure every student is present during testing. No special permission to miss will be granted on testing dates.**

Marbury Middle School

**“It’s not what happens to you,
but how you react to it that matters.”
-Epictetus**

*“No one is perfect that’s why pencils have erasers.”
- Wolfgang Riebe*

**“Drama does not just walk into your life.
Either you create it, invite it, or associate with it.”
- Monica S.**

**“A bad attitude is like a flat tire.
You can’t go anywhere until you change it.”
- Will Rogers**

**“What you were born into
does not determine what is in you.”
- Albret D. Q.**

**“When you know better you do better.”
- Maya Angelou**

**“You are free to choose, but you are not free from the consequences of your choice.”
- Author Unknown**

**“Don’t be upset by the results you didn’t get with the work you didn’t do.”
- Richard Swart**

“The expert in anything was once a beginner.” - Helen Hayes