

# STUDENT HANDBOOK



ALBA MIDDLE SCHOOL 14180 S.  
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Principal: Ms. Rhonda Mayfield Assistant  
Principal: Mr. Jeremy McGuff

LEARNING TODAY. LEADING TOMORROW.



Dear Parents and Students,

I am happy to welcome you and your family to Alba Middle School, “the best middle school in Mobile County.” Through the efforts of everyone involved in your child’s education we are committed to proving this statement for all to see. We are excited about the upcoming year and are dedicated to offering the best educational opportunity for every child.

The purpose of this handbook is to communicate to our students and parents Alba’s expectations and goals as well as share information regarding the outstanding programs we offer. There are many policies, services, and regulations discussed in the following pages. Please read this book with your child, and keep it readily available throughout the year.

We at Alba Middle School realize the importance of developing in each child an attitude of self-respect and self-worth. We will provide a variety of opportunities for students to form meaningful and responsible relationships. Anytime you have a question, concern, or suggestion regarding Alba Middle School, please feel free to contact me. I am truly interested in your input, and I welcome the opportunity to conference with you.

The teachers and staff join me in saying we are happy to have you and your child/children as part of the Alba family. Please know that we extend an open invitation to your family for all Alba activities, and we hope this will be a successful and meaningful year for you.

Sincerely,

Rhonda Mayfield, Principal

## **MOBILE COUNTY PUBLIC SCHOOL SYSTEM MISSION STATEMENT**

The **mission** of Mobile County Public Schools is to graduate prepared and productive citizens.

The **vision** of Mobile County Public Schools is to become a premier educational system where students engage in multiple pathways leading to success in a global society.

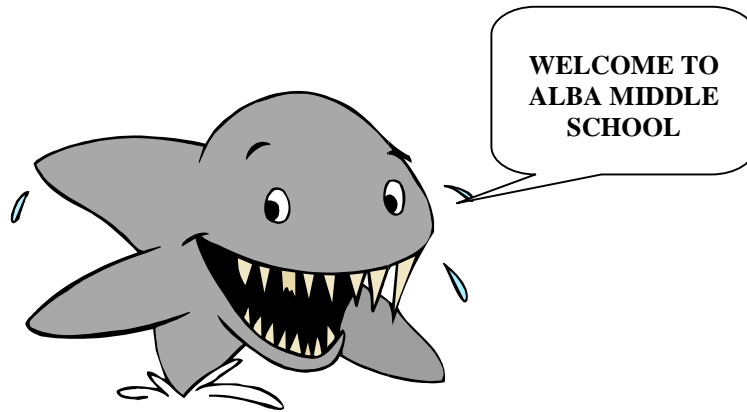
### **We Believe:**

- Our primary focus is to educate all students to become productive citizens
- All employees are professionals who share in the responsibility for the success of our students
- In safe, secure and productive environments for learning and working
- The success of our schools is enhanced by the support and partnerships of the community

### **MCPSS Strategic Plan**

The MCPSS Strategic Plan has the following goals:

- **Goal I** Graduate college and career ready students
- **Goal II** Recruit, employ, develop, and retain professionals who are effective in achieving our mission.
- **Goal III** Use emerging technologies to support teaching, learning and work
- **Goal IV** Provide safe, supportive, and equitable environments
- **Goal V** Manage financial resources responsibly and transparently
- **Goal VI** Communicate with employees and community to inform, engage, and ensure accountability



## **ALBA MIDDLE SCHOOL PHILOSOPHY**

Alba Middle School should provide educational experiences which foster individuality, educational growth, and responsible young adults. A responsive instructional program that stresses discovering, communicating and cooperating shall be provided.

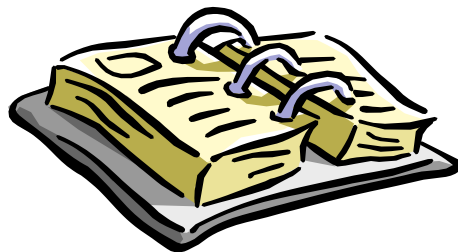
Students will participate in learning experiences that promote the development of basic skills, academic excellence, and potential careers in professional, vocational, environmental, and technological areas. The faculty and staff are committed to assisting every student in reaching his/her potential academically, socially, emotionally, and physically. The community shall be encouraged to actively participate in all aspects of the school program.

## **PARENT-TEACHER ORGANIZATION**

The Alba Middle School Parent-Teacher Organization exists to promote and support the educational process. Parents are encouraged to join and participate in the activities of the PTO. We are looking for a strong membership to continue the work at Alba Middle School. We need members with new ideas and a willingness to help.

## **SCHOOL HOURS**

Alba Middle School hours are from 7:25 a.m. until 2:25 p.m. Students should not arrive before 7:10 a.m., as there will be no supervision until that time. Students should leave campus by 2:45 p.m., unless they are supervised by a faculty member. The school office is open from 7:00 a.m. until 3:15 p.m. on regular days when students are attending classes. On teacher work days and other non-student days, our office hours are from 8:00 a.m. until 3:00 p.m.



## **SCHOOL VISITORS**

All visitors **MUST** report to the office when they arrive. Parents are always welcome at Alba Middle School and may schedule visits. Please notify the teacher twenty-four hours prior to the date you want to visit your child's class or make an appointment through the office for visitation or conferences.

## **PARENT/TEACHER COMMUNICATION**

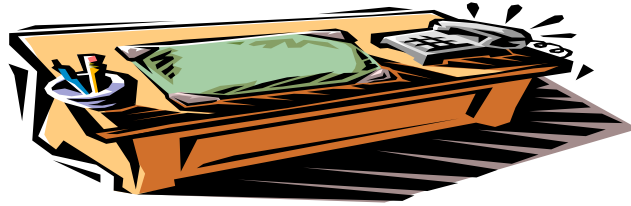
Parents are urged to contact the school whenever the need arises. Teachers may be contacted by e-mail, note, or telephone. If you call during the school day, the office will leave the teacher a message to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as our teachers' schedules do not allow time for drop-in conferences. If you have a problem that persists, contact an administrator, we are here to help resolve any problems that arise during the school day.

## **TELEPHONE/ADDRESS CHANGES**

Please notify the school **immediately** if there is a change in your address, telephone number, or person to contact in an emergency. If you are unsure who is on your list, please contact the office. This information is very important in case your child becomes ill or injured.

## **OFFICE RULES**

Students are not to come to the office without a pass. Upon entering the office, the student will be asked, "Do you have a pass?" If the answer is no, they will not be allowed to remain in the office.



### **STUDENT USE OF SCHOOL PHONE**

Students will be allowed to use the school phone in the office to contact parents. Students must have a pass to use the phone and phone calls will be monitored for content. This is for the safety of the student. We ask that phone conversations be brief and to the point. Please assist us by making sure that your child knows how he/she will get home from school and all other vital information prior to coming to school. **Students will not be called out of class to answer and/or make phone calls, nor will staff take messages for students.**

### **EARLY DISMISSALS**

Early dismissals are issued in the office. Students who get an early dismissal before 11:30 a.m. will be counted as absent from school on that day. **No early dismissals are issued after 2:00 p.m.** In order for a student to leave campus early, a parent or guardian should come to the school with identification and sign the student out on the early dismissal log. If this is not possible, parents may write a request for an early dismissal, which the student should give to the homeroom teacher. The homeroom teacher in turn gives the written request to the office. The office then verifies the request by telephone. Parents who make written requests should include a telephone number where they can be reached to verify the request. **It is the responsibility of the parent to verify that the office has an updated list of individuals who have parental permission to checkout a student.** For an early dismissal prior to homeroom, the student will report directly to the attendance clerk.



## MEDICATION

### **UNDER NO CIRCUMSTANCES SHOULD STUDENTS BRING MEDICATION OF ANY KIND TO SCHOOL!**

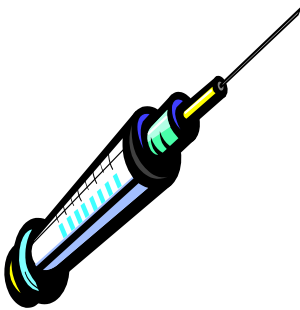
This includes over-the-counter medications such as Tylenol, Aleve, etc. If it becomes necessary for a student to take any form of medication at school, a signed “School Medication Form” must be presented to the office (This may be obtained from the school secretary). This includes inhalers. Only prescription medication in the original prescription bottle will be dispensed. All medication must have a label that clearly state the child’s name, doctor’s name, medication, dose, and the dosage schedule. All medication will be kept in and dispensed through the main office. Because of all the different forms and types of illnesses that children now encounter, the office **will not** dispense over-the-counter medication. A guardian may come to the school and bring the student medicine to be taken in the office. We apologize for any inconveniences this might cause. If you have further questions, please refer to the Mobile County School Systems’ policy on medications or call the school.

## CHRONIC ILLNESS

Alba no longer provides Chronic Aliment Forms. We require the doctor/primary health provider to provide individual letters of illness. The new form must be completed by the doctor/primary health provider *twice* a year (each semester).

## **EMERGENCY/ILLNESS**

The school will make every effort to inform the parents of any illness or accident occurring at school that may need care and observation at home. To assist us in contacting you, please be sure that current business and home phone numbers are available in the office. If a parent cannot be contacted, the school will act in the manner considered to be in the best interest of the child. **THE OFFICE NEEDS TWO PHONE NUMBERS** to call when a student becomes ill. Parents are to notify the counselor, first aid attendant, and the child's teachers in writing if a student has a chronic illness or disability that could require special or emergency treatment.



## **IMMUNIZATIONS**

All students enrolling in Mobile County Public Schools **MUST** provide the office with a current Immunization Certificate from a private physician or the Board of Health. **ALL** sixth grade students are required by the Alabama State Department to have a second measles and DTAP immunization and certificate in order to be officially enrolled.

## **INSURANCE**

School insurance will be offered at the beginning of each school year by a private provider. The cost is minimal compared to the potential cost of medical care, and parents are encouraged to take out insurance or provide proof of insurance.

## **LEAVING CAMPUS**

Students are not allowed to leave the campus any time during the school day without permission from the principal or without following procedures for an early dismissal at the request of a parent.

## **NO SMOKING**

Alba is a non-smoking campus according to School Board Policy for both students and adults. This includes all sporting events that occur on the school campus.

## **PAYMENTS BY CHECK**

Monetary obligations may be taken care of by cash or check. Checks should be made payable to Alba Middle School and should have the student's name and homeroom written on the check. All checks must have the following information in order to be accepted: 1. Full name; 2. Home phone number; 3. Street address (**NO P.O. BOX**); 4. Driver's license number with state identified. Insufficient funds checks will be handled by a collection agency. Students are encouraged to pay for field trips or fundraisers with a check, if possible. This eliminates students bringing large amounts of cash to school that could be lost or stolen.



## REPORT CARDS

Report cards are issued at the end of each nine-week grading period. If a student's grades are not satisfactory, parents are encouraged to arrange an appointment with the child's teachers in order to discuss the problem(s). Progress reports (Schoology) are sent home during the mid-four weeks period to alert parents of possible failure for the nine weeks. **Parents are encouraged to use the PowerSchool parent portal available on the Mobile County Public Schools website to monitor their student's grades on a regular basis.** Please contact the school for more information or assistance.

## VALUABLES AT SCHOOL

We encourage students to not bring items of value or large amounts of money to the school. Although the staff does everything to prevent loss of items, **we are not responsible for student's property**, and will not use instructional time to search for missing items. This includes cell phones and all other electronic devices. If your child chooses to bring these items, they are responsible for insuring the security of the items. A student should never need to bring more than twenty dollars to school. Each student should have his/her name on all property or clothing. If a student's phone is confiscated for any reason during the school day, parents/guardians may pick up the phone from the office at 3:00 p.m. (or when checking student out for an early dismissal). If a parent/guardian cannot retrieve the property, it will be released to the student two days after it was initially commandeered.

## DELIVERIES TO SCHOOL

The school administration tries to maintain an environment conducive to the educational process. Parents are asked to assist the school in this endeavor by not sending flowers or other items to school. NO OUTSIDE FOOD. ALL FOOD SENT TO SCHOOL SHOULD BE IN A LUNCH BOX. FOR EXAMPLE DO NOT BRING MCDONALDS FOOD TO SCHOOL FOR BREAKFAST ,OR DROP IT OFF DURING LUNCH. NO ENERGY DRINKS!



## ATTENDANCE/TARDIES

### **Good attendance is the key to success!**

Students should arrive on time and get to each class prior to the tardy bell. A student is tardy if he/she is not inside the room at the beginning of the period. The first five minutes of class are crucial to creating an atmosphere of instruction. It is essential that all students make arriving to class promptly a priority.

Regular attendance is necessary for a good education. Students should miss as few days from school as possible during the year. Parents are asked to do all that is necessary to ensure that their child comes to school each day ready to learn. **Students that are absent from school may not attend after school activities on that day.**

Whenever a student is absent from school, on the day of the student's return, he/she must bring a written excuse signed by a parent or guardian stating the reason for absence. Only reasons cited under the Code of Alabama will be considered excused (illness, death in immediate family, prior approval by the principal or legal reasons). This note is to be given to the homeroom teacher on the student's return to school so that the student's absence will be excused. However, if the student fails to bring his excuse by the third day of his return to school, the absence will become unexcused. Parents may call the attendance clerk to verify that the student turned in the excuse to the teacher.

## ABSENCES

1. Each student is responsible for reporting to school and to each class in accordance with his/her approved schedule.
2. Each teacher shall be responsible for checking the rolls daily in their assigned classes and properly recording the student's attendance.
3. A student, approved by the principal or his/her designee to participate in or attend a school sponsored or other approved activity during the day, shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
4. The sponsor shall notify teachers, in advance, of students who will be attending approved activities and should be counted present.
5. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school.
6. The principal or his designee should make every reasonable effort to contact (by phone or in writing) the parents of any absent students on the day of the absence.
7. **Excessive** tardiness to school or **excessive** unexcused absences will result in referral to the **Early Warning Truancy Program**.
8. Vacations taken during the school year will **not** be excused absences. These type absences must be accompanied by a parent note and will count as such. Students are allowed 8 parent notes per year.
9. Suspended absences are unexcused, but permission to make-up work is up to the individual teachers.

**MAKE-UP WORK: IT IS THE RESPONSIBILITY OF THE STUDENT TO INITIATE MAKE-UP WORK WITHIN 3 DAYS OF RETURNING TO SCHOOL.**

**Students must be passing all of their classes to buy a ticket to go to homecoming. Grades will be checked a week before the tickets go on sale. After the grades are checked there will be no late make up work to buy a ticket at the last minute. If a student has retract or suspension they will not be allowed to go.**



### **UNIFORM ENFORCEMENT**

**The uniform policy will be strictly enforced beginning with the first day of school. Please note that there have been some changes to the uniform policy.**

In homeroom each day, the homeroom teacher will check for compliance of policy.

-If the student is in non-compliance with the uniform policy and can correct the infraction at the time (shirt tail out, pants not sitting at natural waistline) then it will be corrected immediately.

-If a student has unapproved outerwear or headwear, the item will be taken and tagged with the student's name and homeroom teacher. It will be held in a specified location until the parent/student retrieves the item.

- If the infraction cannot be corrected at that time (wrong pants, wrong shoes, etc.), the teacher will send the student to the library for uniform retract, and the student will be asked to call a parent to bring the corrected uniform attire.

-If they are unable to contact the parent or the parent is unable to bring the proper uniform attire, the student will be sent to retract for the remainder of the day.

**1st offense-** Warning/ phone call home/retract if the uniform cannot be corrected

**2nd offense-** Final warning/phone call home/ retract if the uniform cannot be corrected

**3rd offense-** Retract/phone call home

**4th offense-** Suspended for 1 day/Parent conference

**5th and/or subsequent offense(s) -**Suspension/ Parent conference

## AMS DRESS CODE

### ID Badges:

ID Badges are required to be worn on their uniform each day. No badge is a dress code violation. Vj ku'y kn'dg'lp'ghge'v'qpeg'yj g'uwwf gpw'tgegk'g'yj gkt'dcf i gu0

### Shirts:

- Solid **Red** “polo” shirt with collar – long or short sleeve
- Spirit/Club shirts may be worn on THURSDAY only
- Official school T-shirts may be worn on FRIDAY only

### Pants/Shorts:

- Khaki uniform style pants or shorts
  - Pants/Shorts must be worn at the waist
  - Short length must be no more than 2 inches above the knee

### Shoes:

- Any color athletic tennis shoe
- Socks must be worn
- NOT PERMITTED: boots of any kind, sandals, slippers, baby doll shoes, crocs, flip-flops, etc.

### Belts:

- No large or offensive buckles allowed

### Outerwear:

- **Solid Red, Navy Blue, Gray, or Royal Blue**, sweaters, sweatshirts or jackets only
  - No design or logos larger than 1” other than approved Alba Middle School logos
  - No other shirt may be worn over the school shirt as outerwear
  - Team jackets approved by administration may be worn by current team members only
  - Heavier Coats may be worn on cold days (below 50°) but **MUST** be removed inside the building

### Headwear:

- No hats or headwear allowed on campus

### Jewelry:

- No piercings of any kind other than earrings

**ALL PHONES MUST BE POWERED OFF AND IN YOUR BOOKBAGS.**  
**Administration has the right to forbid any article of clothing deemed inappropriate.**



## P.E. UNIFORMS



Students are expected to purchase physical education uniforms from the school or use uniforms from previous years. It is important that students wear appropriate clothing in physical education classes. Gym wear **MUST** meet safety standards by having no zippers, buttons, or snaps, which might cause injury during physical activity.

Gym socks and shoes **MUST** be worn during P.E. class in order to get credit for dressing out. **Tennis/Athletic shoes ONLY are allowed on the gym floor.** Expensive name brand tennis shoes or athletic shoes should be avoided.

## DRESSING OUT

Dressing out is an important part of physical education class. Failure to dress out will cause a reduction in the student's physical education grade. Frequent failure to dress out can warrant a referral to the office for disciplinary action.

## LOCKERS

Lockers are available for use in the Physical Education classes for \$5.00-\$8.00 per year. These can be rented from the child's P.E. teacher. Any problem occurring (mechanical or otherwise) should be reported to the P.E. teacher. It is strongly encouraged that students **lock** all items in the P.E. locker.

Hall lockers are also available for a rental fee of \$5.00. Any problem occurring (mechanical or otherwise) with the hall locker should be reported to the office.

It will be the student's responsibility to care for and protect both lockers. Lockers are rented to the students for protection and convenience. Lockers are the school's property and as such may be inspected by school officials using a master key. Each student has his/her own locker.

**Locker sharing is not permitted.** For the student's protection we ask that he/she not give anyone his/her locker combination. The student must be especially careful to see that his/her locker is always locked after use.

### **ATHLETICS**

Competitive athletics will be offered to grades 7 and 8. The following sports will be offered:

#### **BOYS**

Football  
Basketball  
Track  
Soccer  
Baseball

#### **GIRLS**

Volleyball  
Basketball  
Track  
Cheerleading  
Soccer  
Softball

### **ALABAMA'S SPORTS OFFICIALS BILL**

Alabama has become the 16<sup>th</sup> state to toughen the punishment of angry sports fans that attack game officials, coaches, and administrators. It creates new crimes of harassing, menacing, and assaulting sports officials, coaches, and administrators. The punishments are harsher than normal for convictions for harassment, menacing, and assault. The legislation applies to all levels of athletics from church softball to professional sports.

## **GOOD SPORTSMANSHIP FOR STUDENTS AND OTHERS**

1. Remember that a student spectator represents the school, as does the athlete.
2. Recognize the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team.
4. Accept the decisions of officials without question.
5. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
6. Insist on the courteous treatment of the visiting team, as it passes through the streets or visits the local school building and extend the members every possible courtesy.
7. Be considerate of any injured player on the visiting team.
8. Acquaint the adults of the community and the elementary school students with the ideals of sportsmanship that are acceptable to Alba Middle School.
9. Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
10. Be friendly and polite to all visitor spectators.
11. Remember that Alba is a non-smoking facility.

## **EXTRACURRICULAR CLUBS AND ORGANIZATIONS**

Extracurricular activities are essential to the student's involvement in and positive attitude toward Alba Middle School. Therefore, it is important that a variety of clubs and organizations are provided to attract all students. Membership in some clubs is by choice. A few clubs have academic standards or other standards that must be met to be a member. We encourage each student to become involved in school clubs and activities. The following are the current clubs and organizations offered at AMS:

### **AMBASSADORS CLUB**

Alba Ambassadors Club is dedicated to the beautification and improvement of the AMS campus. Ambassador club members are responsible for creating an environment that welcomes students and visitors to AMS.

### **ARCHERY TEAM**

The archery team participates in local and state-wide competitions. This is an activity that is available for all grades.

### **BAND**

Alba Middle School offers beginning, intermediate and advanced band instruction. Jazz band is offered for selected 7<sup>th</sup> and 8<sup>th</sup> grade students.

### **CHORUS**

Chorus is a group of students chosen at the end of each school year through auditions. Students that are in chorus must not have discipline issues and maintain a "C" average. The chorus performs at a variety of school functions on and off campus.

## **NATIONAL JUNIOR HONOR SOCIETY**

To become a member of the NJHS, a student must have a 3.5 cumulative average, demonstrate appropriate behavior, and be a student at AMS for at least one semester. Eligible students are selected at the end of their 7<sup>th</sup> grade year.

## **SCHOLARS BOWL**

Scholars Bowl members participate in local and state scholars bowl competitions. Students are expected to work with team members after school with the supervision of the Scholars Bowl sponsor.

## **STUDENT COUNCIL**

The Student Council provides student representation, promotes academic excellence, and provides service to all areas of the school program.

## **YOUNG CHRISTIAN BELIEVERS**

The YCB Club offers an opportunity for students to meet with their peers to share and compare faith-based experiences.

## **Fellowship of Christian Athletes**

The FCA Club offers an opportunity for student athletes to meet with their peers to share and compare faith-based experiences.

## **YEARBOOK**

The school publishes a full color yearbook at the end of each school year. The yearbook sponsors school portraits, sports pictures, and cheerleader pictures. The yearbook sponsor will select a limited number of students who have never made a C or

## **TORNADO DRILLS**

The signal for a tornado drill is sounded. At that sound, everyone will go to his/her assigned area in the classroom or hall. When students are asked to assume the “Tornado Position”, they are to do the following:

1. Sit on the floor away from all windows.
2. Remove glasses.
3. Stay quiet and listen for instructions. There is to be absolutely no talking.

## **FIRE DRILLS**

When the fire drill signal sounds, students are to quietly and orderly exit the room and proceed to the designated area on campus and:

1. Remain quiet.
2. Stay in line.
3. Wait for the return signal.

## **LOCK DOWN DRILL**

The signal for a lock down drill is an auditory warning for students and teachers “to execute lockdown”. This phrase will be announced via the intercom. This procedure will be used in the event of drugs or weapons suspected on campus, fights/disruptions, intruder, shooting, sexual assault, suicide on campus, vandalism, or as the administration deems appropriate. Students are to:

1. Follow ALICE Protocols and the Color coded Heightened Awareness Chart.
2. Immediately enter the closest classroom if they are outside or in the hall.
3. Listen to the teacher’s instructions.
4. Remain calm and quiet.
5. Stay away from doors and windows.

## **CODE OF CONDUCT AND DISCIPLINE**

### **EXPECTATIONS OF STUDENTS**

- Students should be in attendance on a regular basis and should report on time.
- Students should abide by all school rules and regulations.
- Students should assume responsibility for having necessary tools and materials in class.
- Students are expected to apply themselves actively in achieving academic goals. They should work while in class according to their teachers' directions.
- Students should show respect for the property of other people and for the school building and grounds. They should accept responsibility for helping to keep the school building and grounds clean.
- Students should exhibit a respectful attitude toward fellow students and school personnel. No student should intimidate another or put his/her hands on another student without permission. If a student is threatened by another student, the student should report such threats to a teacher or adult immediately.

### **STUDENT MISCONDUCT**

Student's misbehavior will be dealt with in accordance with the Mobile County School System's Discipline Policy. Parents will be given a copy of the Code of Conduct and are asked to go over it with your child. This code of conduct details the rights and expectations of parents, students, and school personnel. Please keep it handy for future reference. If a student receives retract or suspension due to misconduct, he/she cannot participate in (or attend) extracurricular activities.



## **BEHAVIORS NOT ALLOWED AT SCHOOL**

The following behaviors are against school policy and will not be tolerated at Alba Middle School:

1. Use or possession of tobacco or tobacco products on school campus.
2. Use or possession of drugs, alcoholic beverages, fireworks, or dangerous weapons in or on school property.
3. Use of obscenities or profanities in any form, verbal or written. Suggestive, lewd, or obscene pictures, photographs, or drawings are also forbidden.
4. Truancy (skipping) for all or part of the school day.
5. Inappropriate display of affection or sexual harassment.
6. Acts of willful disobedience.
7. Fighting, name calling, bullying or other peer conflicts.
8. Violence, vandalism, or threats toward teachers or school staff.



## **ITEMS NOT ALLOWED AT SCHOOL**

Certain items, determined by school administrators, should not be brought to school. Students found in possession of these items deemed harmful, unnecessary, or disruptive to the educational process can face disciplinary action. These items will be confiscated and returned only to the parent.

Examples of prohibited items include, but are not limited to:

<b>Earbuds/Headphones</b>	<b>White out/liquid paper</b>
<b>Stink bombs</b>	<b>Dice</b>
<b>Tobacco products</b>	<b>Sunflower seeds</b>
<b>Recorders (audio/video)</b>	<b>Permanent markers</b>
<b>Water/play guns</b>	<b>Trading/playing cards</b>
<b>Matches/lighters</b>	<b>Knives/blades of any size</b>
<b>Stuffed animals/dolls</b>	<b>Alcohol/drugs of any kind</b>
<b>Games (video games)</b>	<b>Brass knuckles</b>
<b>Radios</b>	<b>Vulgar or obscene literature</b>
<b>Electronic toys</b>	<b>Butane containers</b>
<b>Aerosol cans</b>	

## **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers a lot of money to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report the incident to a teacher or the office immediately.

## RETRACT

Retract is an in-school suspension program that isolates disruptive students from their regularly assigned classrooms and other school activities, while continuing their classroom assignments. Retract can be assigned by the principal or assistant principal. The student will be counted present at school and will receive credit for work done while completing the program. The program will include behavioral intervention strategies and conflict resolution skills.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school-suspension can be assigned by the principal or assistant principal. The school will make every attempt possible to contact a parent by phone when a student is considered for suspended. However, it is the student's responsibility to take the written notification home to the parent. **Students who are suspended may not attend a school function while under suspension. Parents MUST accompany the student for a conference with an administrator.**

## ALTERNATIVE (SECOND CHANCE) SCHOOL

Students who have experienced significant discipline problems will be considered for placement in the Mobile County Public School System's Alternative School Program called Pathways.



## TEXTBOOKS

The Mobile County Public School System furnishes textbooks to all students. The student is responsible for the care of the books issued. Loss or damage of these books will result in payment to the school. Covering the textbooks with non-adhesive covers will help protect them from unusual wear and tear.

## **ASSEMBLY ETIQUETTE**

School activities will be held in the gym or cafeteria throughout the school year. Students should be seated quickly and quietly during this time. Applause is the only correct and courteous way of showing your approval of a program or speaker. Students should be respectful of all speakers and are expected to remain seated and quiet during the entire presentation. If students are failing, they will not be allowed to participate in extracurricular activities.

## **HALL PASSES**

Each student leaving a room must have a properly filled out hall pass. Should the student go to an alternate destination, this will be considered skipping and will be dealt with accordingly. The student must carry the pass in his/her hand at all times.

## **SCHOOL-SPONSORED TRIPS**

Each student must have a permission slip signed by his/her parent and each teacher. The principal will make the final decision whether a student is permitted to attend a school-sponsored trip. Attendance, grades, and behavior will be considered in making this decision.

## **LIBRARY USE**

The library is open from 7:10 am-2:45 pm and offers a variety of media for circulation. Students and faculty members are encouraged to use library materials as often as possible but are reminded that it is the responsibility of the borrower to see that all materials are returned when due. Fines will be levied against the borrower for materials lost, damaged, or overdue. A student who wishes to use the library during class time must have a pass from his/her teacher and conduct himself/herself appropriately.

## **RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET**

By signing the Parent or Guardian and Student Acknowledgment for the Student Handbook and Code of Conduct located in the Mobile County School System Code of Conduct booklet, the parent agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. Without parental permission, students will not be allowed access to the Internet at school. Inappropriate use of the Internet will result in a cancellation of the privilege of using the Internet at school and can result in disciplinary or legal action. Each student should sign on the computer using their username and password provided by the school. Each student should make sure to log off the computer when they are done. Students must abide by all technology policies that have been set forth by MCPSS and Alba Middle School

### **PST SERVICES PROVIDED AT ALBA MIDDLE SCHOOL**

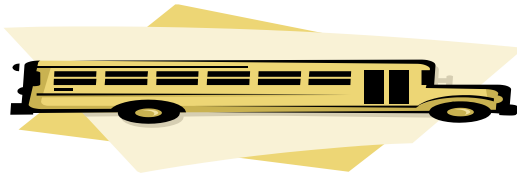
A problem-solving team implemented at the local school level to discuss issues related to specific needs of teachers and students and offer teachers assistance in resolving problems. The Problem Solving Team (PST) is a regular education initiative.

#### **PST PROVIDES**

- Collaboration of problem-solving strategies
- Shared responsibility and accountability
- Immediate support for teacher and student
- Documentation of intervention strategies
- Clarification of student needs

## BUS TRANSPORTATION

The school system provides bus transportation for students who live in the Bayou La Batre area and live more than two (2) miles from the school. Parents, however, must provide transportation for their children who participate in extracurricular activities after regular school hours. If a student exhibits poor conduct on a school bus, his/her privilege to ride a bus can be revoked.



## BUS RULES

1. Students should be on time at the bus stop and should wait until the bus stops before getting on the bus.
2. Hands, arms, and head should be inside the bus at all times.
3. Loud talking and laughing are not allowed.
4. Horse playing is not permitted at the bus stop or on the bus.
5. Never tamper with the bus. Breakage/damage caused by careless or willful acts of vandalism shall be paid for by the parents/guardians of offending pupils.
6. Do not leave books, lunch, coats, or purses on the bus.
7. Do not throw anything out the bus window.
8. Do not leave your seat until the bus has stopped.
9. Be very quiet when the bus approaches railroad crossings.
10. **Students will not be allowed to ride any bus other than the one they are assigned except to participate in school related functions.** In these instances, the student must present a written request from the parent (with date and phone number) to the principal or designee **BEFORE** 9:00 a.m. on the date of needed transportation. **Emergencies only!**

**NOTE: RIDING A BUS IS A PRIVILEGE!**

**Alba Middle School  
Bell/Class Schedule**

(fill in as needed)

	Starting Time	Ending Time	Subject	Teacher
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
1 <sup>st</sup> Lunch Wave				
2 <sup>nd</sup> Lunch Wave				
3 <sup>rd</sup> Lunch Wave				
Period 6				
Period 7				

## Parent/Student HANDBOOK SIGNATURE PAGE

After reading the Student Handbook, please sign the appropriate lines below and return the form to your homeroom teacher.

We, the parent(s)/guardians  
of \_\_\_\_\_ have read and  
understand the contents of the Student Handbook. We agree to follow  
the policies outlined in the Student Handbook. We understand that the  
school reserves the right to amend policies and procedures when  
necessary, and that we will abide by changes. Any changes made to the  
Handbook will be distributed by the School.

Signature of  
Parent/  
Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature of  
Student \_\_\_\_\_

Date \_\_\_\_\_