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POLLARD-McCALL JR. HIGH SCHOOL

BREWTON, ALABAMA

STUDENT HANDBOOK AND REGULATIONS

PLEASE READ AND SIGN FORM AT END

RETURN FORM TO SCHOOL ASAP

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I. **GUIDELINES FOR STUDENT BEHAVIOR AND EXPECTATIONS**

1. Respect for people, including teachers, other students, staff, visitors, or any others, is a basic requirement of all students.

2. Students are to respect school property. Carving, writing on, tearing, kicking, etc. or otherwise destroying or defacing school property will not be tolerated. Any student guilty of such offense(s) will be assessed the full cost of repair.

3. Violations of misconduct of behavior that are serious enough to result in strong disciplinary action

include:

- A. Possession of weapons
 - B. Fighting
 - C. Possession, use, sale of or distribution of drugs and/or alcohol
 - D. Profanity or obscenities
 - E. Smoking
 - F. Theft
 - G. Vandalism
 - H. Arson
 - I. Disrespect for teacher or staff
 - J. Possession of a cell phone that is turned on
 - K. Other
4. Students should be in class during class periods unless they have their teacher's permission to be out.
5. Playing, running, or loud talking in the lunchroom, hall, or classroom is not permitted.
6. All rules and regulations of Escambia County School Board Code of Conduct apply to Pollard-McCall students.
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7. Students will be expected to follow instructions and school rules without being told repeatedly.
8. Students are expected to complete homework assignments on time.
9. Students must be in class on time with paper, pencil, books, and assignments.

10. Students may go to lockers only at assigned times unless permission is otherwise given by a teacher.

11. Students may not sell food or personal belongings at school. Raffle tickets or any merchandise from organizations other than those sponsored by EscambiaCounty schools may not be sold at Pollard McCall. Items sold at school by EscambiaCounty school organizations must be approved in advance by the principal.

12. Breakfast is served in the lunchroom from 7:00 a.m. until 7:30 a.m. The only exception is students who ride a bus that is late. Food brought to school for lunch must be in plain bags or containers. Food brought into the lunchroom **must not** display **advertising** for any eating establishment. Lunch orders may not be sent to school.

13. At the beginning of break, students will be allowed to go to lockers, restrooms and water fountain, buy snack, and then move to assigned areas for the remainder of break.

14. Payment for lost or damaged textbooks or library books will be the responsibility of the student and his/her parents. This will be done as soon as possible so that another text book can be issued or another library book can be purchased.

16. An eighth grade student must have attended PMJHS for the entire eighth grade year to be considered for the honor of being valedictorian or salutatorian.

17. Academic ranking for the Eighth Grade will be calculated using averages from grades six(6) through third nine weeks of eighth (8).

18. The school doors open at 7:00 a.m. Students will be **tardy at 7:35 a.m.**

The consequence(s) of tardiness to school or to class will be determined according to policy of the Escambia County School Board.

19. A student who is tardy to school must check in with the homeroom teacher during class change or possibly be determined absent.

20. A note from home describing the reason for absence(s) must be brought to school within three (3) days.

21. Students who leave the school campus for any reason must check out through the office. Only an excused check-out permits work to be made up. When five(5) check-outs occur during a semester a doctor's note is required for the check out absence to be excused.

22. A car rider must be picked up by 3:10 p.m.

II. DRESS CODE

1. Students will be required to follow the **Uniform Policy**.

2. Jewelry that creates distractions; including tongue rings, nose rings, eyebrow rings, lip studs, ear weights, or earrings worn by males, **will not be permitted**.

3. **BOOK BAGS** of any color will be permitted for grades k through eight (8).

Book bags must be placed in lockers before homeroom in grades four (4) through eight (8) and remain there until the end of the school day.

III. DISPLAY OF PUBLIC AFFECTION

Students should always maintain respect and decency while on the school campus. Displays of affection in public **will not** to be tolerated.

IV. RECESS DETENTION

1. Recess detention is held during morning break. Students have three(3) minutes after the bell rings to be in detention classroom. Students should bring paper and pencil.
2. Extra days will be assigned if student comes unprepared.
3. Students that get three (3) detention slips in a given day will be referred to the office.

V. MEDICATIONS

1. Parents/Guardians of students who must take prescribed medication are required to complete a Medication Authorization Form and abide by rules set forth in same.
2. Prescription medication in their original containers only (see form) will be kept in the Nurse's office. **No other medications can be brought to school.**

VI. CAR RIDERS (TRANSPORTATION)

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In a continuing effort to keep student's safety a priority, please observe the following procedures:

MORNING: Drop students off in front of school before 7:30 a.m. If there is a need for you to come inside the building, **please use a parking space. DO NOT LEAVE THE CAR IN THE DRIVEWAY.** Please use the lane nearest the school building to unload passengers. The outside lane will be used to access parking spaces and exit school grounds. Please pull all the way forward to the white line for student drop off.

AFTERNOON: We will use both lanes for afternoon pick-up. Please pull all the way toward the white line.

Students waiting to be picked up in the front of the school building after the dismissal bell rings must sit on the steps until their ride arrives. Students must be informed before they leave home in the morning if

there is to be a change in their afternoon transportation. **THE STUDENT MUST BRING A NOTE FROM HOME – NO EXCEPTIONS.** Please call the school **only** if there is an **emergency** which requires a change of plans. Calls should be made before 2:00 p.m. so that the message reaches the student(s) concerned.

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VII. BUS CONDUCT

1. Permission to ride an unassigned bus must be approved by the front office upon receipt of such a request from parent(s).
2. Students are to follow bus driver's instructions at all times.
3. Responsible behavior is expected of all students or appropriate disciplinary action will be taken.

Use of Video Cameras on School Buses

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The Escambia County Board of Education has authorized the use of video cameras on Escambia County Alabama buses. The video cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

XIII. WEBSITE/NEWSPAPER REQUIREMENTS

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Parents/or guardians are required to notify the school in writing to request that the picture and/or name of their children **not be published** in the newspaper or on the school website.

XIII. VISITOR INFORMATION

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All visitors to our campus must obtain a pass from the office before visiting other areas on the school grounds. The only exceptions are those people attending a program in the auditorium, or parents working with the after-school program such as athletic who arrive on campus around 3:00 p.m.

The absence of a pass will result in being asked to return to the office to get one.

XV. TARDINESS POLICY

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Students will be considered Tardy to School at 7:35 a.m. (*See Escambia County Code of Conduct for consequences for excessive tardies*)

Students will be considered Tardy to Class five (5) minutes after bell rings.

XVI. CHECK-OUT PROCEDURE

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Students who need to leave school for any reason must have a parent/guardian or designee to come to the school. Student must be checked-out through the front office. Check-outs excused only for illness, accident or similar incidents.

If check-out is unexcused, student may not be allowed to make up any missed work.

When five (5) check-outs occur during a semester a doctor's excuse is required for the check-out absence to be excused.

XVII. PRICE LIST FOR BREAKFAST / LUNCH / SNACK / DRINKS /

ICE CREAM

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Breakfast and Lunch are free to all students.

Grades K-4th

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Morning Snack	\$1.00 per day
Milk with Morning Snack	\$.50 per day
Afternoon Ice Cream	\$1.00 per day
Afterschool Snack & Drink	\$2.00 per day

ALL MONIES NEED TO BE PAID SEPARATELY. PLEASE PUT MONEY IN AN ENVELOPE WITH CHILD'S NAME AND THE PURPOSE FOR THE MONEY.

Grades 5th – 8th

Snack	\$1.00 each
Drinks	\$1.00 each
Ice Cream	\$1.00 each

ALL PRICES SUBJECT TO CHANGE

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XVIII. CHECK WRITING

If you send a check payable to ***Pollard-McCall Jr. High School*** or to ***Pollard-McCall Jr. High School Lunchroom*** it must include the following:

Correct Name

Correct Address

Correct Phone number

If your check does not have all of this information we will not be allowed to accept it.

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These and other rules determined by the Escambia County Board of Education or School Administrator will be followed by all students at all school functions. (See Escambia County Code of Student Conduct.) These are subject to revision. Principal's discretion is retained.

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PLEASE READ AND SIGN FORM

RETURN TO SCHOOL ASAP

We have read and understand the

STUDENT HANDBOOK AND REGULATIONS

issued by

Pollard- McCall Jr. High School.

Student Signature and Grade

Date

Parent / Guardian Signature

Date