



**CHARLES R. DREW MIDDLE SCHOOL  
2019-2020  
Student Handbook**

***MISSION STATEMENT:***

The mission of Drew Middle School is to provide teaching and learning in a safe, supportive environment that prepares our students to be able to think critically and solve real-world challenges.

School Motto: **The DREW Way**

**D**are to be different

**R**espect our school and community

**E**ncourage each other to be successful

**W**ork hard to make a difference

Stay informed with the latest news and events by visiting the following:

DMS Google Classroom: Code is tnzv6j

DMS Facebook Page: [facebook.com/dms](https://facebook.com/dms)

DMS Twitter: [@dms\\_tcboe](https://twitter.com/dms_tcboe)

DMS Website: [dms.tcboe.org](https://dms.tcboe.org)

## **Hashtags**

#GoldStandard (Quality Instruction)

#theDREWway (Student Character)

#goodasgold (Athletics/Clubs)

#dlpcoaching (Use of Technology)

## FACULTY & STAFF

Mr. Tim Young, Principal

Mrs. Shannon Hill, Assistant Principal

Ms. Powell Sims, Counselor

Jack Bailey Science 8	Tammy Bailey Math 6	Stuart Bentley English 7
Jessica Butterworth Physical Education	Robin Bynum Math 8/Alg. I	Luciana Chandler Reading/English 6
Monique Chatman Digital Learning Coach	Matthew Collier Special Needs	Shavonda Curry Nurse
Kasey Flurry Math 7	Beth Graham Collaborative	Christie Gray Receptionist
Nick Griffin Custodian	Donna Gurley Secretary	Revy Higgins Physical Education
Kelli Howard STEM	Jason Howell Career Tech	Mickey Jones World History 8
Amanda Kepple Science 7	Jacob Kilgo Civics/Geography 7	Lane Kulovitz Library Media Specialist
Hannah McBurnett Agribusiness	Allison Miles Science 6	Linda Miller Special Needs
Chakila Montgomery Academic Enrichment	Beth Mozley Social Studies 6	Theresa Thomas English 6/ Drama
Beth Trotter Collaborative	Debra Williams English 8	Leslie Worley Collaborative
Felisha Greene Band (LHS)	Billy Davis OSCAR	

## 2019-2020 DMS SCHEDULES

### **DAILY SCHEDULE**

<b>7:25</b>	<b>Doors open / Report to the gym</b>
7:32	Breakfast or Homeroom (Top Locker Visits)
7:40--7:42	Homeroom (Post Attendance & Record Students Tardy)
7:46--8:29	1st Period (Morning Announcements @ 7:46)
8:33--9:16	2nd Period
9:20--10:05	3rd Period
10:09--11:18	4th Period (6 <sup>th</sup> Grade Lunch)
11:22--12:27	5th Period (7 <sup>th</sup> & 8 <sup>th</sup> Grade Lunch)
12:31--1:14	6th Period
1:18--2:13	7 <sup>th</sup> Period (Last 12 minutes for break)
2:17--3:05	8 <sup>th</sup> Period (Evening Announcements @ 3:00)

### **HOMEROOM / ADVISORY EXTENDED SCHEDULE**

<b>7:25</b>	<b>Doors open / Report to the gym</b>
7:32	Breakfast or Homeroom (Top Locker Visits)
7:40--7:50	Homeroom (Post Attendance & Record Students Tardy)
7:54--8:34	1 <sup>st</sup> Period
8:38--9:18	2 <sup>nd</sup> Period
9:22--10:05	3 <sup>rd</sup> Period
	<b>Run Regular Schedule Remainder of Day</b>

### **PEP RALLY SCHEDULE (Fridays as Necessary)**

#### **Follow Regular Morning Schedule until 6<sup>th</sup> Period**

12:31--1:11	6 <sup>th</sup> Period
1:15--2:02	7 <sup>th</sup> Period (Last 12 minutes for break)
2:06--2:36	8 <sup>th</sup> Period
2:40--2:55	Pep Rally
2:59--3:05	8 <sup>th</sup> Period

### **CLUB MEETING SCHEDULE (Every Wednesday)**

#### **Follow Regular Morning Schedule until 6<sup>th</sup> Period**

12:31--1:01	6 <sup>th</sup> Period
1:05--1:52	7 <sup>th</sup> Period (Last 12 minutes for break)
1:56--2:26	8 <sup>th</sup> Period
2:30--3:05	Club Meetings

In keeping with previous school system expectations and practices, all student examinations will be kept on file until the end of the school year. This is local school board policy.

### **Policy Statement**

It is the policy of Drew Middle School and the Talladega County Board of Education to offer the best possible educational opportunity to all students without regard to sex, race, religion, belief, national origin, ethnic group, handicap, or other classification. No person shall be denied employment, be excluded from participation in or denied benefits of, or be subjected to discrimination in, any program or activity on the basis of such classifications.

### **ARRIVAL AT SCHOOL**

School begins promptly at 7:40 a.m.

**Students should not arrive on campus before 7:25.** The building will not be open to students before 7:25. Students arriving on campus between 7:25 – 7:32 will report to the gym or to breakfast.

Those students who qualify for free lunch also qualify for free breakfast.

**Each student qualifying for free meals is required to enter his/her number at breakfast and lunch**, regardless of whether or not the student decides to actually eat the meal. Federal monies are reimbursed to the school system according to daily meal participation by students.

### **ATTENDANCE**

Attendance policies of Drew Middle School are in compliance with those policies of the Talladega County Board of Education as stated in the publication entitled ***“Talladega County Schools—Students Responsibilities and Privileges”***. Every child between the ages of 6 and 17 shall be required to enroll and attend for the entire length of the school year. All students shall be enrolled for a full instructional day. Specifics are outlined in the above mentioned pamphlet.

### **ABSENCE FROM SCHOOL**

Student absences will be designated either excused or unexcused. It is the student’s responsibility to bring a written statement signed by the parent within 3 days stating the reason for the absence. Acceptable reasons for

absence are noted in the above mentioned pamphlet. Juvenile court officials will be utilized for those students with excessive absences.

### **MAKE-UP WORK**

Students will be allowed to make up work missed during an absence at an appropriate time as determined by the teacher. The **responsibility for make-up work** rests with the student and must be arranged within 3 school days after returning to school. If not completed during the 3-day period, a grade of zero will be recorded for work not completed. **A medical or legal excuse must be presented before a student can make up an exam at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks.** A total of **10** absences will be excused with parent permission. All absences after the 10 parent excuses will require legal/medical documentation to be excused. No more than **2** parent notes excusing participation in Physical Education will be accepted each nine weeks. Physical Education is a required course by the State of Alabama.

### **TEST EXEMPTIONS**

Students may work toward exemption of their 2<sup>nd</sup> and 4<sup>th</sup> nine week exams by being perfect in attendance for the appropriate semester or accumulating no more than 3 absences with an A average, 2 absences with a B average, or 1 absence with a C average for Social Studies, Science, and all Electives. Math & English exemptions are based on proficiency & maintaining at least a C average. Any student with a failing average is required to take exams. Averages are cumulative. **Absences from class due to OSCAR assignments will count toward test exemptions.**

### **ABSENCES DUE TO PREGNANCY**

If a student determines that she is pregnant, she will see the school counselor and receive forms that must be completed by the appropriate medical personnel before she will be allowed to remain in school. Attendance policies that apply to other students will also apply to pregnant students.

### **TARDY STUDENTS**

Students entering school after 7:40 disturb class. Any student arriving after 7:40 must report to the lobby for an admission slip. Those students arriving after 8:15 will be counted absent to first period. Repeated tardiness will result in disciplinary action. **Three unexcused tardies count as 1 unexcused absence toward test exemption.**

## **DISMISSAL FROM SCHOOL**

When the bell rings at 3:05, those students who walk to LES will report to room 311 and remain there until all buses have cleared campus. Students who ride buses will report to their assigned bus and immediately get on their bus and be seated in their assigned seat. Those students who loiter on the bus lot will face disciplinary consequences for failure to follow these directions.

## **RIDING THE SCHOOL BUS**

Students who ride the school bus must understand that riding the bus is a privilege—it is not a constitutional right. The bus driver is the authority on the bus and it is expected that his/her directions be followed by all students. Drivers are required to assign seats and students are required to sit in those seats the entire length of the route. Students can and will be removed from the bus if their behavior places other students in danger and hinders the driver from safely doing his/her job. The only bags allowed on school buses are clear or mesh. Overnight bags or sports bags must be clear or mesh if carried on the school bus.

## **RIDING ANOTHER SCHOOL BUS**

Students who wish to ride a different bus home (may be spending the night with a friend) must have a note signed by the parent. This note must be presented to the office for approval. Once approved, the student must submit the note to the bus driver when getting on the bus. Bus drivers will not allow students to ride their bus if they are not regularly assigned to that bus. Students suspended from riding their regular bus due to discipline problems are not allowed to ride another Talladega County school bus for any reason during the days of the suspension.

## **CHECKING OUT OF SCHOOL**

Occasionally it is necessary for students to check out of school for doctor and/or dental appointments. **Check outs will be considered unexcused UNTIL documentation is returned to the school verifying the check out, or documentation may be presented at the time of the check out.** It is the responsibility of the student/parent to provide the documentation.

The administration requests that students check out during the last five minutes of the period. Students will be counted absent from those classes

missed during the checkout. It is the student's responsibility to make up any work missed or to find out about any assignment missed while he/she was checked out. Three unexcused checkouts will equal one unexcused absence from school under the truancy law.

When checking out a student, parents will need to come in to the school lobby and sign the student out with the secretary or clerical assistant. Students will not be allowed to leave with anyone other than the parent or guardian noted on the emergency contact form. This is Talladega County Board of Education policy.

### **DRESS CODE**

A complete dress code is found in the Responsibilities and Privileges pamphlet. Students and parents are encouraged to be very familiar with the county-wide dress code. It will be enforced at Drew Middle School. Students who come to school in clothing that violates the dress code will be processed according to the guidelines issued by the TCBOE. Repeated violations will be met with assignments in OSCAR or more serious consequences. Students and parents need to be aware that the administration has the authority to alter the dress code if certain items of apparel or accessories (necklaces, bracelets, bandanas, scarves, etc.) begin to cause problems during the year.

### **LOCKERS**

Locker rental is \$10. Each student is required to rent a hall locker. Sharing lockers is not permitted. Lockers should not be kicked or slammed, and may be periodically inspected by school officials to insure proper care and to investigate for inappropriate/illegal material in the lockers. Proper due process and student involvement, if possible and necessary, will be followed when school officials inspect student lockers. Students are not to apply posters, signs, or any other type material to the lockers. A \$5 additional maintenance fee will be charged at any time lockers are found damaged or jammed. Upon withdrawal from school or at the end of the school year, each student must completely empty his/her locker of all material. The school is not responsible for any material left in lockers after school is out. Gym lockers are \$5 and are for use during PE classes only. Students are encouraged to place PE clothes and shoes in their gym locker.

## **CLUBS AND SPONSORS**

The following clubs are available at Drew Middle School and the requirements for membership are noted below:

Student Council (SGA): Sign up if interested; teacher recommendations are key. Officers elected by the student body. Sponsored by Mr. Kilgo & Ms. Kepple.

Jr. Beta Club: Open to any student who has been inducted into the Jr. Beta Club. Certain grade averages are necessary for membership. Membership fees apply. Sponsor: Mrs. Bailey.

Yearbook: This club publishes the school yearbook. Application process at the end of each school year. Sponsor: Mrs. Trotter.

Cheerleaders: Grade qualifications, fees, and tryouts required. Sponsor: Mrs. Flurry.

FBLA: Open to any 8<sup>th</sup> grader enrolled in Career Tech classes. Fees required. Sponsor: Mr. Howell.

Science Club: Open to any student with a sincere interest in Science. Fees apply. Sponsor: Ms. Kepple.

Drama Club: Open to any student enrolled in the Drama Production class; auditions required. Sponsor: Ms. Thomas.

Ambassadors / Character Council for Students: application and interview required. Sponsor: Mrs. Chatman & Ms. Kulovitz.

Students are encouraged to make themselves available to all elections and offices of clubs and organizations. Each student has one vote, and in all elections the selection of the majority will determine the outcome of the election.

## **ACADEMIC AWARDS PROGRAM**

DMS awards academic achievement awards to students who meet the criteria. This award is based on grades achieved during the 3 years of 6<sup>th</sup> -8<sup>th</sup> grade.

The criteria are:

- Must maintain an overall 88 average for each consecutive semester.
- Must have good attendance with no referrals to the early warning program or truancy court.
- Must not have more than one suspension per year.
- Must not have more than two assignments to OSCAR per year.
- Must not receive a D or F in any subject for any end of semester average



during the 3 years.

### **BEHAVIOR CODE**

1. Understand that YOU are responsible for learning.
2. Obey any and all rules and instructions given by the principal, assistant principal, teachers, and school staff.
3. Behave so that learning can take place in the classroom. It is your responsibility to see that your behavior does not interfere with the learning of others and/or the teaching process.
4. Show proper respect for all school officials and other students.
5. Arrive on time for school and class.
6. Have materials (pencil, paper, Chromebook, homework, and any other necessary supplies) for each class.
7. Complete and turn in homework and classwork ON TIME.
8. Move quickly from one class to another by walking on the right side of the hallway.
9. Help build school spirit and pride in Charles R. Drew Middle School.
10. Model The *DREW* Way

### **CLASSROOM BEHAVIOR**

Each teacher will establish the necessary rules and procedures in order for the class to be conducted as he/she considers appropriate. The student will abide by these rules and procedures, and the teacher will be in charge of maintaining order in the class. Each teacher has a definite procedure that he/she will follow when dealing with students who fail to act appropriately.

More serious discipline behavior problems will be referred to the assistant principal/principal's office immediately. The following is a list of problems considered serious. This is not a complete list but the more common serious problems.

1. Showing disrespect to school officials and staff.
2. Fighting. (Students who fight verbally or physically in school will be immediately removed from school, and in most cases suspended out of school for a minimum of 3 days and 2 days in OSCAR.) More information in Student Responsibilities and Privileges pamphlet.
3. Possession or use of drugs, tobacco, alcohol, or any material related to same.
4. Possession of obscene or vulgar literature or material.
5. Possession or use of weapon or any material similar to a weapon.

6. Using profane, obscene, or vulgar language, or making gestures of a similar nature.
7. Bullying.
8. Skipping class or school.
9. Destroying or marking school property.
10. Leaving school without permission or without authorization.
11. Disobeying school officials or staff.

Each additional referral from the classroom to the office will be treated more seriously. The Genesis Alternative Program and juvenile court will be utilized when necessary, with the final action being expulsion from school as determined by the Talladega County Board of Education.

### **BEHAVIOR AT SCHOOL ACTIVITIES**

Students are expected to conduct themselves at all school activities both during and after school hours in a way that reflects a positive image for our student body and our school. Students suspended out of school or in OSCAR may not attend any extracurricular activities during the days of suspension or OSCAR assignment.

Students with failing grades on report cards or progress reports and those with repeated discipline referrals are not eligible to attend extracurricular activities. Students with repeated discipline problems will be unable to participate in field trips unless a parent/guardian can attend to supervise their behavior. The codes, procedures, rules, regulations, and all material listed and discussed in this handbook and in the Student's Responsibilities and Privileges publication are to be followed at any and all activities when Drew Middle School is a part of that activity.

### **CELL PHONES, TAPE PLAYERS, WALKMANS, HEADPHONES, BEEPERS, SMART WATCHES, TOYS, COLLECTIBLE CARDS**

These items are not allowed during school hours. An automatic day of OSCAR will be assigned for possession and use of a cell phone at school. These items will be kept in the office until parents come to pick them up. Repeated disobedience will result in out of school suspension.

### **BOOK BAGS, BACKPACKS**

Book bags, backpacks, and sports bags carried on school buses must be clear plastic or mesh. This includes gym bags or overnight bags with clothes to spend the night with a friend if transported on the school bus.

## **GUNS, KNIVES, SELF-DEFENSE ITEMS**

Guns, “play” guns, knives, “play” knives, tear gas, and Mace will not be permitted at school, on school buses, or at school activities.

## **ATHLETIC PROGRAMS**

Students interested in playing a school-sponsored sport should see the physical education teacher. A current physical examination and concussion form **MUST** be completed and signed by a qualified doctor prior to tryouts and participation.

## **LIBRARY MEDIA SERVICES**

Students are encouraged to utilize the library media center for all reading and research needs. However, students/parents are responsible for any lost books that might be misplaced by the student during the year. Outstanding library fines will result in lack of library privileges until the fine is paid in full.

## **SEXUAL HARASSMENT/BULLYING BEHAVIOR**

There are 4 elements to sexual harassment:

- a. The behavior is unwanted or unwelcome.
- b. The behavior is sexual or related to the gender of the person.
- c. The behavior occurs in the context of a relationship where one person has more power than the other.
- d. The behavior occurs consistently in a pattern over time.

A student who believes he or she has been or is being subjected to any form of harassment shall report within 15 days the matter to any adult staff member at the school. A student may request the right to make his or her report to an adult of the same sex as the student. Not student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint. Adults hearing student’s reports will forward such reports to the principal or assistant principal immediately. No student shall be subject to adverse or disciplinary action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

## **RTI (Response to Instruction Committee)**

The RTI committee is in place to assist students who are struggling academically or behaviorally. This committee is comprised of the counselor, one special education teacher, one administrator, and grade level classroom teachers. Students are referred to this committee if the teachers' interventions in the classroom are unsuccessful or if the student has not shown improvement in the classroom.

Parents may request further information and guidelines about this committee by contacting the assistant principal at 256-315-5282.

## **MEDICATIONS AT SCHOOL**

All medications (prescription and over the counter) must be brought in and signed in by the parent, guardian, or their designee to the school nurse or medication assistant. A prescriber/parent authorization is required. See detailed information in ***Student Responsibilities and Privileges*** booklet under "Medication/Medical Conditions".

## **ChromeBook RESPONSIBILITIES**

It is the student's responsibility to keep up with school issued Chromebook. Payment of lost or damaged Chromebook is the responsibility of the student and parent/guardian. Chromebook will not be replaced until payment is complete. Please remember that your Chromebook is not private and belongs to the Talladega County Board of Education.

## Drew Middle School Tentative Calendar and Activities

August	5	<b>DREW Way Day Orientation 1:00-4:00 PM</b>
August	8	First Day of School for Students
August	27	District Instructional Rounds
September	2	Labor Day
September	4-6	Midterm Exams
September	9	Title I Meeting 4:30
September	9	<b>Open House 5:00-6:00 PM</b>
September	10	Progress Reports
September	12	School-wide Bus Evacuation Drills & Safety Meeting
October	1	Snake Show @ 8:15 (LHS Gymnasium)
October	2	STEM Mock Review
October	7-10	1 <sup>st</sup> Nine Week Exams (Early Dismissal on Oct.10th @ 12 PM)
October	11	Weather Day
October	14	Staff Development
October	17	<b>Report Cards &amp; Parent Night / STEM Challenge &amp; Tech Sessions</b>
October	29	Halloween Dance 5:00-7:00 PM
November	5-7	Midterm Exams
November	11	Veteran's Day Holiday
November	12	Progress Reports
November	13-14	AdvancED STEM Certification
November	27-29	Thanksgiving Holidays
December	10	<b>Christmas Program 5:00-6:00 PM</b>
December	16-18	2nd Nine Week Exams
December	20-Jan 2	Christmas Holidays
January	3	Staff Development Days
January	6	Students Return for Spring Term
January	9	Report Cards
January	20	M.L. King Jr. Holiday
January	28-30	Midterm Exams
February	4	Progress Reports
February	11	Sweetheart Dance 5:00-7:00 PM
February	17	Staff Development Day
February	20	<b>6th Grade STEM Showcase @ 5:00 PM</b>
February	27	Digital Learning Day
March	2-5	3 <sup>rd</sup> Nine Week Exams
March	6	DMS Celebrates International Women's Day
March	12	Report Cards
March	19	<b>STEM Night &amp; Science Expo 5:00-7:00 PM</b>
March	20	DREW Idol
March	23-27	Spring Break
April	2	<b>Parent Night /Stu Led Conf 5:00-7:00 PM</b>
April	7-9	Midterm Exams
April	14	Progress Reports
April	23	<b>DMS Arcade Night @ 5:00 PM</b>
April	24	Early Dismissal Day
April	27	Weather Day
May	7	<b>Academic Awards Day @ 5:00 PM</b>
May	12	<b>Honors Program Meeting @ 5:00 PM</b>
May	18-20	Final Exams
May	22	Report Cards mailed at 4:00 pm

***\*A medical or legal excuse must be presented in order to make up a 9 week exam during 2<sup>nd</sup> and 4<sup>th</sup> nine weeks. Test exemptions apply only to 2<sup>nd</sup> and 4<sup>th</sup> grading periods.***

#### **DEBTS OWED TO SCHOOL**

**All Chromebooks and/or library books or fines, or any other outstanding debt owed to the school must be settled before a student can register for next year.**