



# MUNFORD MIDDLE SCHOOL

## STUDENT HANDBOOK 2022-2023

Talladega County Schools  
P.O. Box 887  
Talladega, AL 35161

**Mrs. Blair Steffens**  
**Principal**

**Mr. Derrick Wright**  
**Assistant Principal**

Munford Middle School  
360 Cedars Road  
Munford, AL 36268  
256-315-5235 (Office)  
256- 315-5245 (Fax)

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I hereby certify that I have received the Munford Middle School Student Handbook. I agree to read the handbook and to deliver this handbook to my parent/guardian immediately. My signature below verifies that I understand the MMS rules, guidelines and procedures outlined in this handbook.

Grade \_\_\_\_\_ 1<sup>st</sup> Period Teacher \_\_\_\_\_

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT/GUARDIAN:**

Please read and discuss this handbook with your child. Please sign and return this form to verify that you and your child have received and read a copy of the Munford Middle School Student Handbook for the 2022-2023 school year. Thank you.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Dear Students and Parents:

Welcome to the 2022-2023 school year at Munford Middle School. Middle School is an exciting, yet challenging, time of life for every student. At MMS we are dedicated to helping our students become 21<sup>st</sup> Century Learners. We hope to accomplish this through:

- One-to-one chromebook, 'MMS STRONG' and STEAM initiatives
- Emphasis on increasing each student's volume of reading
- Digital Portfolios to track student progress
- Live School implementation (digital app where teachers provide feedback on student behavior)

We believe that by placing emphasis on these areas we will create a safe, effective school environment as well as a spirit of cooperation among teachers, students, and parents in order to foster student success. When a student is successful in school, teachers, classmates, and parents all share the benefits.

The purpose of this handbook is to answer many questions students and parents may have concerning the day-to-day operation of Munford Middle School. In addition, many of the important guidelines for student conduct are also included. The middle school rules are intended to be reasonable, practical, and aligned with the school's vision and mission statements. Please read the contents carefully. Additional information can be found in the *Talladega County Schools Student Responsibilities and Privileges* handbook that was included in the online registration process. This handbook is also available at [tcboc.org](http://tcboc.org). If you have any questions please do not hesitate to ask a teacher, the guidance counselor, or one of the administrators.

For students, making the most of their middle school education today is one of the best ways they can help ensure success in the future. We are looking forward to working with students, parents, faculty and community to create a safe and positive learning environment for the successful school year ahead. Thank you so much for your support!

Blair Steffens, Principal

Derrick Wright, Assistant Principal

**MISSION STATEMENT**

**VISION STATEMENT**

**Instructional Focus**

**READING  
&  
MATH**  
  
**FOUNDATIONS  
OF ALL  
LEARNING!**

**STEAM**  
**S**cience  
**T**echnology  
**E**ngineering  
**A**rts  
**M**athematics

## **MUNFORD MIDDLE SCHOOL DISCIPLINE PLAN**

MMS has expectations for outstanding student conduct; therefore, it is our expectation that students follow school rules and procedures. MMS follows the Talladega County Student Code of Conduct (**Refer to *Students Responsibilities and Privileges***). Students are responsible for thoroughly knowing these policies.

### **CLASSROOM RULES:**

1. **Respect yourself, others and your environment**
2. **Be prepared for class (supplies, homework, test prep, charged chromebook, on time, etc...)**
3. **Follow directions and procedures**
4. **Stay on task**
5. **Take responsibility for yourself and your actions**

**OFFICE DISCIPLINE-** considerations in determining consequences when a student is sent to the office:

1. Nature of Offense
2. Prior Offenses
3. Behavior /Actions in Office

**SOAR** (in school suspension) - When assigned to OSCAR, students are given the opportunity to stay on campus, complete class assignments and receive credit for school attendance. However, if a student chooses to misbehave in OSCAR, he/she will receive a longer OSCAR assignment and/or be **suspended** from school.

### **OUT OF SCHOOL SUSPENSION-**

- Assigned for more serious offenses such as Class II and III offenses or repeated Class I offenses
- During suspension, students **CANNOT** attend any school-sponsored activities or events
- Students **can** complete assignments while suspended
- Upon return to school, students have **three days** to make up missed assignments
- Will result in loss of certain school privileges such as Winter Ball/Who's Who Dance, field trips, club membership, etc...

**POSITIVE BEHAVIOR SUPPORTS-** To recognize students who demonstrate STRONG character.

- **Students of the Month:** Voted on by teachers- these students' pictures are displayed on school bulletin board and receive rewards such as Lunch Bunch, Supervised free period, etc...
- **Live School:** Digital app that allows teachers to provide ongoing feedback about student behavior. Students can earn points for exhibiting appropriate behavior or demerits for inappropriate behavior. Students can redeem points for rewards. In addition, students and parents can sign up for the Live School free app which will allow them to view all feedback, teacher comments, rewards earned, etc... A letter with additional details and parent access codes will be sent home in August.

### **CONSEQUENCES FOR CLASS I OFFENSES (Recorded as 'Demerits' in Live School app):**

- 1st/2nd Demerit: Verbal warning and loss of 1 point per demerit
- 3rd Demerit: Isolation in Classroom or Silent Lunch and loss of one point per demerit
- 6th Demerit: Parent Contact (letter, email, text or phone call) and loss of one point per demerit
- 9th Demerit: Office Visit and/or Referral and loss of one point per demerit

**EXCEPTION: Minor disruption on bus is a class 1 offense and has the following consequences**

- 1<sup>st</sup> minor offense- Pre-referral sent home by bus driver for parent signature
- 2<sup>nd</sup> minor offense- Bus referral with written warning and parent contact
- 3<sup>rd</sup> minor offense- Suspended from bus for 1-5 days

**NOTE:** Major offenses on the bus such as fighting, use of tobacco, etc... are more serious and will be addressed as Class II or Class III offenses

## **Bullying/Cyber bullying:**

There is a lot of talk about bullying today... but what is bullying?

**What is Bullying?** Bullying has four elements:

1. **Pain**- Someone intentionally hurts a person in a physical, psychological or sexual manner
2. **Power**- The person who is bullying another is 'perceived' as more powerful than the victim
3. **Persistence**- it happens more than once; it is a repeated act
4. **Permission**- usually someone else knows about the bullying and allows it to happen by NOT taking action. These onlookers are called 'silent witnesses'.

**What Bullying is NOT-** Here are some behaviors that are often mistaken for bullying:

- **Arguments or conflicts**- A typical argument between two people is not bullying.
- **Choosing one friend over another**- Choosing friends and not spending time with people who are not your friends is not bullying
- **Being bossy**- While it is not fun to be around someone who is bossy, a student always wanting things their way/being bossy, is NOT bullying.
- **Telling a joke about someone**- It is never fun to be the butt of a joke, but there is a difference between making a joke one time and constantly making fun of someone.
- **Fighting**- One fight in and of itself is not a form of bullying. However, if someone continually picks a fight or attempts to pick a fight with another person, that is bullying.
- **Telling another person you don't like him/her or something he/she did**- Although this may not be easy to hear, it is not necessarily a form of bullying. It is someone communicating his/her feelings.
- **Acts of harassment, aggression, or unkindness that only happen once**- Bullying is a repetitive behavior. Therefore, something that happens once is not necessarily an act of bullying. Could it be harmful or mean? Absolutely, so inform school staff so it can be addressed through regular discipline procedures.

**What do I do if my child is being bullied, based on the "What is Bullying?" description above:**

1. Students and/or parents need to complete a Student Harassment Report/Referral form
  - Form can be picked up in office, classrooms or in halls
  - Link to form can be found on our school website (mms.tcboe.org)
2. After completing form, meet with counselor and/or administrator(s) to discuss the issue
3. Counselor and/or administrator will then investigate issue and follow-up accordingly

***\*Please note that based on federal guidelines (FERPA), school staff members are not allowed to discuss another child's discipline with anyone other than that child's parents/guardian.***

## **ADDITIONAL INFORMATION:**

**School Schedule:** There is no Homeroom with this schedule so it is critical that students are **on time** every day.

Breakfast/gym	7:30-7:50
1 <sup>st</sup> Period	7:50 - 8:42
2 <sup>nd</sup> Period	8:45 - 9:37
3 <sup>rd</sup> Period	9:40 - 10:32
4 <sup>th</sup> Period	10:35 - 11:55
5 <sup>th</sup> Period	11:58 - 12:50
6 <sup>th</sup> Period	12:53 - 1:45
Break	1:45 - 1:57
7th Period	2:00 - 3:00

**Telephone Numbers:** Main Office (256) 315-5235      Guidance Office (256) 315-5241      Fax (256) 315-5245

**\*Note:** The school office telephones are to be used **only** for school business and emergencies. Students will not be called out of class for phone calls. However, the office will take emergency messages and relay them to students.

### **Contact Phone Numbers**

It is imperative that we have accurate phone numbers on file in the office. We often send home automated messages concerning school closures due to inclement weather, invitations to school events, etc.... Students with inaccurate contact numbers will miss these important calls. Please let the school know ***in writing*** when any phone number changes (work, home, emergency) so we can make changes in Powerschool.

### **Visitors**

We encourage parents and /or guardians to visit the school. However, all visitors must report to the office before proceeding into other parts of the building. Visitors are not allowed to visit students or teachers during class time.

**No deliveries (flowers, balloons, etc.) will be accepted for students in the office.**

### **Student Conferences with Administrator or Counselor**

If students need to speak with an administrator, counselor or nurse, they should ask a teacher to email the appropriate person requesting a conference. As time permits, the student will be called to the office. To ensure student safety and to increase time spent in class, students will not be seen in the office without a pass. If an emergency arises, students may come to the office **AFTER** obtaining a pass from their teacher.

### **Complaints/Conference with Teacher**

If a parent or student has a complaint against a teacher, **parents are urged to contact the teacher first, before contacting administrators.** Parents may call the school and request that a teacher return their call or schedule a conference with the teacher. The recommended times for a parent/teacher conference are before school, after school, or during a teacher's planning period. Parents will not be able to conference with a teacher during class time. No exceptions will be made.

### **Complaints/Conference with Administrator**

If after conferring with a teacher, the issue has not been resolved, please feel free to contact an administrator. First and seventh period are the busiest times of the day at MMS. **For this reason we ask parents to schedule appointments with administrators between 9:00 and 2:00.** The administrator will investigate the issue and if needed, meet with the parents, teacher or appropriate staff member. This conference will afford a full hearing and review of all the facts in the case, and each party will be given full opportunity to present information vital to the resolution of the problem. Should the complainant not be satisfied, he/she will be referred to the appropriate personnel.

### General School Fee

MMS has a school fee of \$10.00 which includes locker assignment. This fee can be paid at Orientation or given to the 1st period teacher during the first week of school.

### Safety doors:

To better ensure school safety, our exterior doors will be locked at all times. Visitors should use the front entrance by the office when arriving on campus. There is a buzzer to the right of the glass entrance doors. In order to gain entrance into the building, please use the buzzer and wait to be 'buzzed in' by office staff.

### Arrival and dismissal times:

- The presence of students on campus before 7:30 or after 3:15 is not permitted and may result in disciplinary actions. Exceptions include school-sponsored events when students are in the designated meeting area with their sponsor.
- Students should not be dropped off before 7:30 a.m. (adult supervision begins at 7:30) If you arrive on campus prior to 7:30, students should remain in the car until 7:30.
- Students must be picked up no later than 3:15 p.m. (adult supervision ends at 3:15)
- If a car rider is not picked up by 3:15, parents will need to come into the building to get the student
- In the event of an emergency, please call the school to make arrangements for your child's supervision.

### For loading and unloading car riders before and after school:

- Car riders are dismissed at 3:00
- The first car in line should pull to the very end of the sidewalk for loading. Other cars will line up behind that car in a single line on the right side of the loading zone.
- The teacher on duty will have students load cars when ALL cars in the loading zone are at a STOP.
- When all cars in the loading zone are loaded, the teacher on duty will signal for those cars to exit.
- The next car in line should pull up to the far end of the loading zone and repeat the loading process.
- For safety purposes, students are not allowed to walk into the parking lot. Instead, all car riders must be picked up in the car rider line. Please do not park in the parking lot and walk across to pick up your child or signal for your child to come to your vehicle.
- If all other cars are ready to proceed and your child has not arrived in the car rider line, we will ask you to pull back around and go through the line again. To prevent this from occurring, please talk with your child about exiting the building in the afternoons as quickly as possible.

### Bus and car rider notes:

A signed note must be sent to school if students will go home in a different manner from how they are typically transported.

- The note must include the following information:
  - Student's first and last name
  - Bus # and address where student will be dropped off (if bus rider)
  - Phone number where a parent can be reached to verify change
  - Full name of parent/guardian requesting the change
  - Duration of transportation change (today, all week, every Friday, etc...)
- If the note cannot be verified, the student will be required to go home in the usual manner.
- Requests for changes in transportation **MUST** be made in writing (note, email or fax). Please submit request **NO LATER than 1:00** the day of the transportation change.

### Check-ins and Check-outs-

- **Check-in Procedures- Students who arrive at school after 7:50 a.m. are tardy to school.** A parent/guardian must come into the office to sign in tardy students. Please note that 3 check-ins/check-outs equal an absence and will count against test exemptions.
- **Check-out Procedures- Check-outs are not allowed after 2:30 p.m.** Students must be signed out in the office by a custodial parent or an adult identified in iNOW as allowed to pick up your child. The adult must come into the office to check-out a student. Students will not be permitted to sign out on the basis of a note or phone call.

### **Unexcused absences**

Students have 3 days to bring excuses to the office. After the 3rd unexcused absence, the school will mail home a letter asking parents to schedule a school conference so we may discuss attendance concerns. The 5<sup>th</sup> unexcused absences will result in an Early Warning referral and a truancy complaint will be filed. After the 7<sup>th</sup> unexcused absence, a court petition for truancy will be filed with the Juvenile Court.

### **Excused absences**

Parents are allowed 10 parent notes ONLY.

Work can be made up for excused absences. However, it is the student's responsibility to ask their teachers for make-up work and make arrangements to hand in their missing assignments. Students are given 3 days to make up and hand in any missed assignments.

### **Emergency Drills**

Due to the possibility of fire, tornado, local disaster, or a school lockdown, MMS conducts monthly drills to help prepare for emergency situations. Students should always follow teacher directions and move quickly and quietly in an organized manner.

### **Lost and Found**

Please have your child write his/her name in coats, gym clothes, backpacks, etc... This will prevent items from being misplaced or sent to 'Lost and Found', which is located in the office. If students lose an item, they should check with the receptionist immediately. **All found items, which are not claimed by the owners, will be discarded monthly.** Students are urged not to carry large sums of money or wear expensive watches or jewelry to school. The school will not assume responsibility for lost or stolen items.

### **Medical Problems/Medication**

If a student becomes ill or injured at school, the student should, if possible, ask his/her immediate teacher for a pass to see the nurse. All students who are to be administered medication must submit a School Medication Authorization Form. Students can request a form from the receptionist or school counselor. The form is to be brought to the nurse to be initialed, dated and filed with the medication. Students should sign the appropriate form when medication is given. **All medication must be brought in by a parent/guardian. At no time should a student have medication of any kind in his/her possession.**

### **Cafeteria**

- The cafeteria is a place for students to eat a healthy meal while socializing with peers. Students are encouraged to eat the meal provided by the school and talk in a quiet and respectful tone.
- Students cannot bring sodas or commercially packaged food items into the lunchroom.
- No student can use the identification number of another student.
- Students will be assigned to sit in a designated section and should remain in their seat until it is time to throw away their trash.
- All students should clean their table and floor area before leaving the lunchroom. No student should leave the lunchroom without permission from the teacher, principal or assistant principal.
- No food or drink should be taken out of the lunchroom.
- Talladega County has a **NO CHARGE** policy. A letter is sent home with students when their lunch account is empty.

### MEAL PRICES

**\*Parents continue to complete the free/reduced lunch form in order to determine accurate funding information.**

\*The last day for free or reduced meal application renewal is Friday, Sept. 10th.

#### Student Meal Prices 22/23

	Paid Student Price	Reduced Student Price
Breakfast	\$1.00	\$0.30
Lunch	\$2.65	\$0.40

### **Chromebooks**

Each student will be assigned a Chromebook for school and home use after meeting the following requirements:

- Parent/Guardian completes online registration
- Optional (but strongly encouraged): Payment of Protection Plan(\$25.00)

### **Announcements**

Important information is provided through Daily Announcements. For this reason it is essential that students listen carefully to all announcements which are made via the intercom. In addition, students and parents can visit the mms webpage (**[mmm.tcboe.org](http://mmm.tcboe.org)**) for additional information regarding after school practices, upcoming school events, special non-uniform days, club news, etc...

### **Textbooks and Library Books**

Textbooks may be provided for students in some classes. Library books can be checked out from the Media Center. It is the responsibility of each student to care for these books. Any student who loses a book will not participate in school activities until the debt has been cleared. All lost books must be paid for before Field Day and/or final exams.

### **Hall Passes**

Students must have a pass when in the hall. Students without a pass will be subject to disciplinary action.

### **Restroom Passes**

Each class period lasts only 50 minutes. This means students and teachers must make the most of every



minute in class. When students ask to leave class they miss valuable instruction time. For this reason, students are encouraged to use the restroom between classes. However, if an emergency should arise, students are given 2 restroom passes per grading period in each classroom. Please note that passes cannot be transferred or rolled over to another grading period.

### **Field Trip and Extracurricular Requirements**

**Field trips will be VERY limited.**

Field trips and extracurricular events serve as an extension of the curriculum and provide valuable learning experiences for students. **Students must meet the following criteria to participate in these events:**

- Students are expected to learn and abide by school rules and procedures.
- Students with suspensions or multiple referrals may not be eligible for off-campus activities, including field trips.
- Students must not have any incomplete assignments and/or failing class averages.

### **Physical Education**

- In order to fully participate in PE, **students are required to dress out each day** which includes dress-code length athletic pants or shorts, T-shirt and athletic shoes. Sperrys, sandals, flip flops, dress shoes, slip-ons, etc... are not acceptable footwear during PE.
- There is a PE locker fee of \$5.00. PE teachers will collect this fee in August. Each student will need to bring a combination lock for their PE locker. Each day when students dress out, they should place their school clothes in their assigned PE locker **and** lock the locker. **Students who fail to dress out and/or participate will lose points from their PE grade.**
- Personal items and other school materials are **not allowed** in the gym. These items should be placed in the student's regular school locker before coming to the gym each day. The only exception is for large trapper-keeper type notebooks that are too large to fit in school lockers.
- MMS is not responsible for any lost or stolen items that are taken into the gym or locker room.

### **Academic Second Chance (for late assignments)-**

- If assignments are not handed in on the due date, students will receive a Live School demerit.
- For assignments handed in one day late, students can receive **up to** 75% credit. If work is not handed in on this day, a letter will be sent home to parents
- For assignments handed in two days late, students can receive **up to** 60% credit
- If assignments are not completed within 3 days, students will receive a 0 on that assignment

### **NON-UNIFORM DAYS:**

Although MMS has a daily dress code, we will have occasional non-uniform days as rewards and/or fund-raisers. Free non-uniform days might be given for outstanding behavior as documented in Live School, performance on iReady, contest winners, participation in Homecoming dress up days, etc...

If your child earns a non-uniform day and/or chooses to participate in paid non-uniform days, there are still some basic guidelines students must follow:

<p align="center"><b><u>ALLOWED</u></b>  <b>On Non-Uniform days and for Special Events</b>  (Picture day, Award's Day, etc...):</p>	<p align="center"><b><u>NOT ALLOWED</u></b>  <b>On Non-Uniform days and for Special Events</b>  (Picture day, Award's Day, etc...):</p>
<ul style="list-style-type: none"> <li>● Jeans (any color)</li> <li>● Colored, patterned, or jean shorts (*must be dress code length)</li> <li>● Dresses <b>with full sleeves</b> (dress code length)</li> <li>● Colored, patterned, or jean jackets</li> <li>● Leggings/Jeggings (worn under <b>dress length</b> top)</li> <li>● T-shirt or other non-collared shirt</li> <li>● Flowing blouses</li> <li>● Joggers/<b>long</b> athletic pants</li> </ul> <p>* Shirts can be untucked on these days  *All items of clothing must fit properly</p> <p><b>EXCEPTION:</b> Casual items such as joggers, jeans and t-shirts should not be worn on days students are being recognized in an assembly (ex. Awards Day)</p>	<ul style="list-style-type: none"> <li>● Hats</li> <li>● Open-toed shoes</li> <li>● Sleeveless or semi-sleeveless shirts (including shirts with 'peek-a-boo' arms or shoulders)</li> <li>● Athletic shorts <b>of any kind</b></li> <li>● Clothing with rips, tears or holes that show <b>any</b> skin (must be patched or worn with leggings underneath)</li> <li>● Pants that are too tight or clinging</li> <li>● Pants that are too loose/baggy/saggy</li> <li>● Shorts, skirts, jumpers or dresses that are too short (see guidelines below)</li> </ul> <p><b>EXCEPTION:</b>  *Female students may wear open-toed shoes with dressy clothes on days they are being recognized in an assembly (ex. Awards Day)</p> <p>*Pajamas, hats, costumes, etc... may be worn on specified days such as Red Ribbon Week, Homecoming Week, etc...</p>

\*Dress code length for shorts, skirts, dresses and jumpers: **No more than three inches above the top of the knee.**

**Grading Procedures**

<p><b>Gold Measures</b>  3-4 per grading period</p> <p><b>60% of grade</b></p> <ul style="list-style-type: none"> <li>● Major Tests/Exams (Mastery of Standards)</li> <li>● Major Projects/Work Products (Application of Standards)</li> <li>● Represents Mastery of Standards or Application of Standards</li> </ul>	<p><b>Silver Measures</b>  4-5 per grading period</p> <p><b>30% of grade</b></p> <ul style="list-style-type: none"> <li>● Quizzes/Checkpoints</li> <li>● Small Projects</li> <li>● Represents Growth toward Mastery of Standards and/or Mastery of Prerequisite Skills</li> </ul>	<p><b>Bronze Measures</b>  5-6 per grading period</p> <p><b>10% of grade</b></p> <ul style="list-style-type: none"> <li>● Homework</li> <li>● Daily Grades</li> <li>● Minor Classwork/ Projects</li> <li>● Programs</li> <li>● Represents Practice of Skills</li> </ul>
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