



## **Principal's Message**

On behalf of the faculty and staff, I would like to welcome you to Childersburg Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. We will expect you to meet the goals which have been set, and to make CMS a better place. We are proud of our school and hope you will share this same pride.

Middle school is an exciting time of transition for you. The workload and social adjustments at the middle school level will be more complex than in elementary school, but the expectations are very similar. You can benefit from everything Childersburg Middle School has to offer by being actively involved in your classes and the programs offered.

If you encounter difficulties, seek out any of our teachers, and we will do the best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your middle school career.

The pages of this handbook are filled with important information regarding school policy and procedures. We encourage parents and students to review the contents together. If you have any questions that remain unanswered after reading the handbook, please let us know during the opening days of school. We feel that open and clear communication between school and home is essential to the success of our educational program.

Parents, we welcome your participation and support during the school year and solicit your membership in the P.T.O. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievement of our students.

Sincerely,

Jena Jones, Principal

**Childersburg Middle School**  
**800 4<sup>th</sup> Street, SE**  
**Childersburg, Alabama 35044**  
**Office Phone: 256-315-5505**  
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Principal  
Assistant Principal  
Counselor  
Secretary

Jena Jones  
Michael Pinson  
Elizabeth Fowlkes  
Ashley Burns

### **School-Wide Expectations**

Be Respectful ~ Be Responsible ~ Be Resourceful

#### Non-Discrimination Policy

*It is the policy of Childersburg 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, 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**

**All students are expected to be in their homeroom no later than 7:50a.m. School begins at 7:50.**

**Students should not arrive on campus before 7:25. The building will not open to students before 7:25.** Upon arrival, students will report to their locker to prepare for school or to the cafeteria for breakfast. **Students may not visit other teachers, students, and classrooms before school. They are expected to prepare for the school day by directly going to breakfast, their locker, restroom, and their assigned classroom.**

## **Car Riders**

### **Morning**

Students who are transported to school by car each morning should be dropped off in front of the school. Students must enter the school through the main front door. Please do not drop students off in the back of the school or in an area for them to enter through a side door or back door. For safety purposes, all exterior doors, with the exception of the front doors, will remain locked from the outside. Students should not be dropped off before 7:25. Students must be in class by 7:50, so if your child eats breakfast, it is important they arrive before 7:40. Students who arrive after 7:50 will be considered tardy.

### **Attendance**

Attendance policies of Childersburg Middle School are in compliance with those policies of the Talladega County Board of Education as outlined in the Talladega County Rights and Responsibilities Handbook. The specific attendance policy is detailed in the Student Rights and Responsibilities Handbook.

### **Absence From School**

Student absences will be designated either excused or unexcused. It is the student's responsibility to bring a written statement within three days signed by the parent stating the reason for the absence. The school can only accept up to ten parent excuses during the school year. After the accumulation of ten parent excuses, a medical or legal notice is required in order to excuse absences. Acceptable reasons for absences from school are noted in the Student Rights and Responsibilities, Code of Conduct and Attendance.

Students will be allowed to make up work missed during an excused absence at an appropriate time as determined by the teacher. Make-up work must be arranged within 5 school days after returning to school. If not completed during the 5-day period after the student returns to school, a grade of zero will be recorded for work not completed.

A student whose absence is unexcused is not entitled to make up instructional work or tests unless the absence falls during mid-term or final exams.

Students may work toward exemption of their 2<sup>nd</sup> and 4<sup>th</sup> nine weeks exams by being perfect in attendance for the appropriate semester and/or accumulating no more than 3 absences with an A average, 2 absences with a B average, or 1 absence with a C average.

### **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.

Because of the number of days involved after the birth of a child, every effort should be made by the pregnant student to make pre-natal doctor appointments after school hours and on Saturdays. All post-natal and check up appointments for baby and mother should be scheduled for after school hours.

### **Tardies**

**It is very important that students arrive before 7:50 each morning for school.** Students entering school after 7:50 disturb class. Any student arriving after 7:50 must report to the office. Unless a student arrives on a late bus, they should have a note from home stating the reason for tardy, or parents should check in the student. Repeated tardiness will be investigated. We reserve the right to request verification for doctor/dental check-outs. **Three unexcused tardies count as 1 absence toward test exemption.** Students absent from school on the day(s) during nine week tests are being given, may be required to submit a doctor's statement for verification.

**The following consequences will be enforced for excessive tardiness to school:**

#### **First Semester**

4th Tardy— Student will be assigned to after school detention.

5th & 6th Tardy—1/2 OSCAR

\*\* Student will be assigned to one day of OSCAR after their sixth tardy.

#### **Second Semester**

4th Tardy—Student will be assigned to after school detention.

5th & 6th Tardy—1/2 OSCAR

\*\* Student will be assigned to one day of OSCAR after their sixth tardy.

### **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. It is the student's responsibility to provide this documentation.

The administration is requesting that students not check out during the last five minutes of the period. We request that parents arrange appointment times with this in mind. Students will be counted absent from those classes or the portion of the day missed during the check out. It is the student's responsibility to make up any work missed or to find out about any assignment made while he/she was checked out.

When it is necessary for a check out, the parent will come in to the school office and check with the secretary or clerical assistant. The appropriate form will be filled out and will be sent to the student. The student will not be allowed to leave with anyone other than the parent or guardian noted on the emergency contact form.

On all excused check-outs the students will be allowed to make up work missed on the same policy as excused absences. However, all unexcused check-outs will result in the student receiving a zero for work missed.

### **Make-Up Work**

The school office will not send homework and/or class assignments if students will only be absent for one day. We suggest for the student to contact his/her classmates or wait until he/she returns to collect the assignments. However, if a student is absent more than two days we will send for the student's assignments if requested by the parent. We ask that parents give the school twenty-four hours to collect the homework and assignments. Most assignments are put on google classroom. After returning to school after being absent, students have three days to make up their work.

### **Remaining After School**

Students may not remain after school hours unless they are on an athletic team, and have practice immediately after school or have a game immediately after school, have permission from their parents to remain for after school tutoring, have an approved after school club activity, etc.

Students may NOT remain after school to attend a sibling's athletic practice or remain after school with a sibling or friend. Students may not remain after school to attend a athletic event later in the evening. School staff are "off duty" beginning at 3:05; therefore, are unavailable to supervise students.

\*\* Students who remain after school have preapproval from their parent, coach, and/or teacher.

### **Dismissal From School**

#### **\*Riding the School Bus\***

Students will be escorted to the bus at 3:00 by their last period teacher.

Students who ride the school bus must understand that riding the bus is a privilege—students are not required to ride the bus. The bus driver is the authority on the bus and it is expected that his/her directions will be followed by all students.

The principal/assistant principal will not hesitate to remove a student from the bus if the student's behavior places other students in danger and hinders the bus driver from safely transporting students.

Students need to understand that the bus is considered another classroom, and the rules set forth by the driver are expected to be followed just like the rules of the classroom teacher.

All students should remember that only clear bags or mesh bags are allowed on the school buses.

#### **\*Riding another School Bus\***

Students who wish to ride a different bus home (example: student is spending the night with a friend) must have a note signed by the parent. This note must be presented to the office for approval. The student will take the approved note to the bus driver and give it to him/her when the student gets on the bus. **Students are only allowed to ride their assigned bus unless they have an approved bus pass from the office giving permission to ride a different 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.**

#### **\*Afternoon Car Riders\***

We will begin loading afternoon car riders at 3:00. Please drive to the front of the school and remain in line. Students will load two to three cars at a time. We ask that parents not park and come inside to pick up their child.

#### **Students After School**

Arrangements must be made to pick up your children before 3:05. School personnel leave work at this time. Students remaining after this time will not have adult supervision. Exceptions will be made for meetings called by school officials.

#### **Dress Code**

A complete uniform dress code is found in the Rights and Responsibilities Handbook. Students are strongly encouraged to be very familiar with the county-wide uniform dress code. The administration of Childersburg Middle School will enforce every detail of the dress code.

Students will not be admitted to regular class until they are in compliance with the uniform dress code. Students who violate the dresscode are subject to discipline consequences. Students need to be aware that the administration has the authority to alter the dress code if certain items or apparel begin to cause problems during the year.

#### **Lockers**

Locker rental is \$10.00. Each student will be required to rent a hall locker. **Students will not be allowed to share lockers.** Lockers may be periodically

inspected by school officials to ensure proper care and to investigate for inappropriate/illegal material in the lockers.

Students are not to apply posters, signs, or any other type material to the lockers. A \$5.00 additional maintenance fee will be charged at any time lockers are found damaged or jammed.

### **Clubs and Sponsors**

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

**Science Club:** This club is open to any student who has a sincere interest in science.

**Student Government:** Officers will be elected from the student body. Each homeroom will elect two students to represent them in the student government meetings.

**Jr. Beta Club:** This organization is open to 7<sup>th</sup> and 8<sup>th</sup> grade students who meet grade and other criteria. Certain grade averages are necessary for membership.

**Elementary Honor's Club:** This club is open to fifth and sixth grade students who meet certain grade average criteria.

**Jr. Varsity Cheerleaders:** Certain grade qualifications apply and try-outs are required.

**Athletic Programs:** 7<sup>th</sup> and 8<sup>th</sup> grade students have the opportunity to try out for a variety of athletic teams.

**Math Club:** The Math Club is open to 7<sup>th</sup> and 8<sup>th</sup> grade students having a sincere interest in math.

**FBLA (Future Business Leaders of America):** Ms. Ratliff sponsors this club.

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.

### **Behavior Code**

Childersburg Middle School is founded on the following principles:

1. School is a serious place for learning attitudes, values, and work habits necessary for life.
2. Everyone will accept responsibility for his/her role in the learning process and respect the role of others.
3. Necessary rules and regulations will be established to ensure that the teaching/learning process is taking place and that students receive a quality education.
4. Each individual will accept responsibility for his/her role in developing a sense of school pride.

### **Student Responsibility Concerning the Behavior Code**

1. Understand that you are responsible for learning.
2. Obey any and all rules and instructions given by the principal, teachers, and school staff.

**\*These people are to be obeyed without question, without hesitation, and without comment.**

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 to all school officials and to other students.
5. Arrive on time for school and class.
6. Have materials for each class.
7. Complete and turn in homework and classwork on time.
8. Move quickly from one class to another.
9. Help build school spirit and pride at Childersburg Middle School.

### **Classroom Behavior**

Students will be expected to conduct himself/herself appropriately at all times. 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 class.

Each teacher has a procedure that he/she will follow when dealing with students who fail to act appropriately. Each teacher may handle problems somewhat differently, but basically, a similar procedure will be followed.

More serious discipline and behavior problems will be referred to the principal/assistant principal's office immediately.

**The following is a list of problems considered serious. This is not a complete list, but is a list of 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 five days).
3. Possession or using drugs, tobacco, or any material related to drugs, alcohol, or tobacco.
4. Possession of obscene or vulgar literature or material.
5. Possession or using weapons or any material similar to a weapon.
6. Using profane, obscene or vulgar language, or making gestures of a similar nature.
7. Skipping class or school.
8. Destroying or marking school property.
9. Leaving school without permission or without proper authorization.
10. Disobeying school officials or staff.
11. Bullying or harassment

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

### **Hallways/Stairs**

Below are general rules for conduct in hallways and on the stairs:

- Walk on the right side of the hallway and on the stairs.
- Keep noise to a minimum. Loud talking and yelling will not be permitted.
- Horse playing in the hallways and in stairways will not be tolerated.
- 7th and 8th grade students going to lunch should use the stairway closet to the upstairs high school hall. 7th and 8th grade students going to physical education should use the stairs next to Ms. Montgomery's classroom.
- 5th and 6th grade students are not to be on the 7th and 8th grade halls without a pass.
- Bathrooms are not areas for play.

### **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 of 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. This includes athletic events, practice, and activities for athletes, cheerleaders, and club members.**

The codes, procedures, rules, and regulations and all material listed and discussed in this handbook and in the Student's Rights and Responsibilities folder are to be followed at any and all activities when Childersburg Middle School is part of that activity.

### **Detention Hall**

Students may be assigned before school or after school detention for minor offenses at the discretion of the administration. Morning detention hall will be held from 7:00 a.m. until 7:50 and afternoon detention hall from 3:00-4:00. Students are expected to stay for detention hall on the assigned day. Students who do not stay after school or who do not make other arrangements with the administrator will be placed on OSCAR. It is the student's responsibility to make arrangements to get home after detention hall. Students missing detention hall for excused reasons may be required to submit verification.

### **On Campus Suspension (OSCAR)**

On Campus Suspension is used as a form of punishment to correct major or minor offenses. If a student cannot obey the rules in OCS, additional time may be added. Further problems may result in external suspension and continuation of OCS upon return.

OCS students may not participate in school sponsored activities during or after school. Students assigned to OCS may not attend any school sponsored event such as a high school football game, etc. until they complete their assignment to the program.

Students will be responsible for obtaining their work from their teachers when they return to class if assigned OCS for one day. For two or more days, teachers will send student assignments to the OCS supervisor. Students will be required to complete all assigned work before being readmitted to class.

### **Suspension**

If it becomes necessary for a student to be suspended from school, an attempt will be made to notify parents by phone. The student will be given a suspension notice to be carried home to the parent or legal guardian. Parents will be required to accompany their child to school after suspensions for a conference.

Students who are suspended are not allowed to be on or in the immediate area of CMS, or any other school in the Talladega County School. A suspended student is also not allowed to attend any school related function. Suspensions from school are considered unexcused absences. No work can be made up from unexcused absences except mid-term and final exams.

### **Alternative School Placement**

While a student is assigned to the Alternative School, the student is not allowed on another Talladega County School campus during the date of assignment or during extra-curricular activities.

### **Large Headphones, Cell Phones, Toys, Cards**

Students may not bring these items to school or on school buses. These items will be kept in the office until parents come to pick them up. Repeated disobedience will result in out of school suspension. Collectable items are not to be brought to school for sharing or trading (cards, etc.) Students will be appropriately punished for bringing a cell phone or other electronic games/devices to school.

No toys of any kind should be brought to school for any reason. These items will be collected from students and returned only to parents.

### **Book Bags, Back Packs**

Book bags and back packs may be clear or mesh.

### **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 functions. A student who is found in possession (i.e., on the person, in a locker, automobile, or other location) of a firearm or weapon in school, on school property or at any school-sponsored event will be prosecuted to the full extent of the law.

### **Athletic Programs**

Students are required by the Alabama High School Athletic Association to have the following documents on file in order to participate in athletics: Physical, Concussion Form, Star Certificate, AHSAA Participant Agreement, Consent, and Release Form

### **Sexual Harassment**

Definition: A pattern of unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, digital, or physical conduct of a sexual nature.

### **Examples of Student Sexual Harassment**

- Mooning
- Streaking
- Exposing private areas of the body
- Touching a female’s breast or backside
- Touching a male’s groin area
- Shouting obscenities
- Leaving obscene messages on someone’s desk or someone’s locker
- Snapping a female’s bra, pants, shorts, or skirt
- Pulling down someone’s pants, shorts, or skirt

- Flipping up someone's skirt
- Teasing females or males about their sexuality or body parts
- Touching or grabbing
- Telling someone what sexual behaviors the speaker would like to engage with that person
- Whistling or yelling at girls or boys who walk by or rating them
- Threatening rape
- Pressing one's body against someone
- Sending inappropriate pictures and messages from an electronic device and/or using social media.

**A student who believes he or she has been or is being subjected to any form of harassment shall report within 10 days the matter to his or her teacher, counselor, assistant principal, or principal.** A student may request the right to make his or her report of sexual harassment to an adult of the same sex as the student. No 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 immediately.

No student shall be subjected 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.

**Harassment will not be tolerated.**

#### **Passes**

Students are not to be in the hall for any reason without a pass from the present teacher. Restrooms should be used between classes. Only in emergency conditions will students be allowed to go to the restroom during class. Fifth and sixth grade students are to use the restroom with their class unless there are extreme circumstances.

Students are not to come to the office at any time without a teacher's pass.

Students found out of class without a pass will be considered truant from class and will be disciplined accordingly.

#### **Medication**

Parents must complete a medical form from the school office for nonprescription medications to be administered. All prescriptive medication must be in the original container and have a medical form signed by the prescribing doctor. All medications are stored in the nurse office. Students may not bring medications to

school on the bus, etc. Parents are expected to bring any medication for their child to the school nurse.

Students found in possession of drugs of any kind will be subject to disciplinary action through the school and/or juvenile court system.

### **Selling**

Students may not sell any items at school unless the sale is authorized by school officials.

### **School Calendar**

Aug. 13	First Day of School
Sept. 7	Labor Day Holiday
Oct. 2	Early Dismissal Day @ 12:00
Nov. 11	Veteran's Day Holiday
Nov. 23-27	Thanksgiving Holidays
Dec. 18	Early Dismissal @ 12:00
Dec. 21-Jan. 1	Christmas Holidays
Jan. 4	School Staff Dev. Day (No School for Students)
Jan. 5	Students Return from Holidays
Jan. 18	M.L.K. Jr. Holiday
Feb. 15	Staff Development (No Students)
Mar. 22-26	Spring Break
April 23	Early Dismissal Day @ 12:00
April 26	Weather Day
May 27	Last Student Day/Early Dismissal High School Graduation
May 28	Staff Workday
May 31	Memorial Day Holiday