

**CHARLES HENDERSON MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**2022-2023**



Mr. Aaron Brown, III .....Principal  
Dr.Kelly Roberts .....Vice-Principal  
Mrs. Sonya Wright .....Counselor  
Mrs. Geneva Rodgers .....Secretary  
Mrs. Sonja Atkins .....Bookkeeper

Mrs. Cynthia Thomas  
Superintendent of Troy City Schools

## PRINCIPAL'S MESSAGE

Dear Parents and Students:

On behalf of the entire staff at Charles Henderson Middle School, I would like to welcome you to our school. At Charles Henderson Middle, we are committed to the middle school philosophy, which embraces the unique characteristics of middle school. We will accomplish this through grade level teaming, teaching to various learning styles of our students, and providing all our students with the opportunity to excel in academics, athletics, and fine arts. The middle years can be a very exciting and challenging time for 7th, and 8th grade students.

At Charles Henderson Middle School, you will find a caring and supportive faculty and staff who pride themselves on successful student achievement. We deeply believe in order to best attain a quality education; parents, students, and educational staff must work together. It is our intent to continue to inspire enthusiasm, engage active participation, and encourage learning.

If you have any questions or concerns about Charles Henderson Middle School, please e-mail me at [browna@troyschools.net](mailto:browna@troyschools.net).

**GO TROJANS !!!!**

Sincerely,

Aaron Brown III, Principal

### **Our Mission**

The daily pursuit of the Charles Henderson Middle School family is to provide a safe and motivating environment that will facilitate the maximum learning potential of all students to become responsible citizens in our global and ever changing society.

### **We Believe ...**

Student learning is the chief priority for the school. All

students should have the opportunity to learn.

Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

Students learn best when they are actively engaged in the learning process.

Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

A safe and physically comfortable environment promotes student learning.

Cultural diversity can increase students' understanding of different peoples and cultures.

Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

The commitment to continuous improvement is imperative if our school is going to enable students to become responsible citizens in our global and ever changing society.

### **7<sup>th</sup>/8<sup>th</sup> Grade Regular Schedule**

<b>PERIOD</b>	<b>TIME</b>
1 <sup>ST</sup>	7:40-8:41
2 <sup>ND</sup>	8:44-9:38
BREAK	9:38-9:48
3 <sup>RD</sup>	9:52-10:46
4 <sup>TH</sup>	10:49- 11:43
5 <sup>TH</sup>	11:46-1:04
6 <sup>TH</sup>	1:07-2:01
7 <sup>TH</sup>	2:04-3:00

### **Grading System**

Report cards will be issued in accordance with the below schedule. The current grading scale is as follows:

- A- 90 – 100
- B- 80 – 89
- C- 70 – 79
- D- 60 – 69
- F- Below 60
- I- Incomplete

### **Report Card Schedule**

1<sup>st</sup> Nine Weeks Report Card October 13, 2022

2<sup>nd</sup> Nine Weeks Report Card January 06, 2023

3<sup>rd</sup> Nine Weeks Report Card March 16, 2023

4<sup>th</sup> Nine Weeks Report Card May 25, 2023

## **Attendance**

### **Philosophical Basis:**

School administrators are required under state laws to enforce compulsory school attendance laws for students 6-17 years of age. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

### **Student Attendance Policy**

It is the belief of the Troy City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school the day the child returns to school.

### **Student Responsibilities**

To take advantage of educational opportunities by attending all classes daily and on time, and provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence. Promptly request make-up assignments for each excused absence.

### **Student Rights**

- To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up classwork within a specified length of time when there is an excused absence.

### **Excused Absences**

In accordance with state law, parents/guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the student's parent/guardian for each

absence and present it to the principal or his designee. The principal or his designee shall ensure that the student's teachers are notified as to whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other location approved by the principal.

All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

- 1) Illness and/or death in the immediate family;
- 2) Weather preventing attendance;
- 3) Legal requirements; or
- 4) By permission of the principal or Superintendent.

### **Unexcused Absences/Truancy**

Absence for reasons other than those defined above shall be considered as unexcused. Forged excuses will be coded as unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court.

- First truancy/unexcused absence (warning) — parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy; 2)
- Fifth unexcused absence (conference) — attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made; and
- Seventh unexcused absence, but within ten (10) school days (court) — a complaint may be filed against the student and/or his parent/guardian.

### **Make-Up Work for Excused Absences**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three days after the absence. The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two weeks.

For seventh through twelfth grade students, the student shall be responsible for contacting his teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two weeks, to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

### **Make-Up Work for Unexcused Absences**

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons.

## **School Participation Absences**

Students who are away from school because of participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work in accordance with the provisions applicable to excused absences.

## **Religious Absences**

A student shall be excused for religious holidays when the student's parents/guardians come in person to the school and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences in accordance with the provisions applicable to excused absences.

## **Tardiness**

Students are required to report to their individual schools no later than the beginning of the school day and to be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action. .

## **Check-ins and Check-outs**

Any student who arrives after school has begun must go to the office of the principal and check-in. Students who have a valid need to leave school before the dismissal bell shall be checked-out at the office of the principal. Such students must be signed out by the parent or guardian.

## **Parent Responsibility for Student Attendance and Behavior**

It is the policy of the Board to comply with state law related to parental responsibility for student attendance. Parents/guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with the Board's attendance policy on school behavior. The failure of a parent/guardian and persons in charge to exercise this responsibility may be reported as a crime.

## **Attendance Requirements**

According to board policy, any student enrolled in grades K-8 who accumulates more than 20 absences during the school year, is subject to being retained in the same grade the succeeding year. Above 20 absences for the year must be documented with a doctor's or legal excuse. Partial day absences will be cumulative in computing this total.

## **Registration and Curriculum Options**

Students and parents should exercise extreme care in course selections because the submitted requests set wheels in motion that might not be able to change. Teachers are employed and textbooks are purchased based upon the course selection process. Once choices are made, the school is staffed to try to meet the stated request. Charles Henderson Middle School will follow the procedures below to complete the registration and scheduling process in the most efficient manner possible:

1. Students will be informed of the courses that will be offered in the following school year.
2. Registration forms are distributed to students that outline the courses. These forms will be taken home and provided by the school counselor or office staff, upon request
3. Students and parents/guardians should carefully consider all courses and levels and make their selections. Students should mark no less than 4 elective courses that they are interested in.
4. Parents/guardians will sign the Registration Form and return it to the individual designated on the form. If there are no questions or concerns, the signed Registration Form will be used to register the student. If there are questions or concerns, a conference can be conducted to answer questions or clarify any questions before registering the student.
5. Counselors will keep all registration hardcopies and digital timestamps to verify and document all course selections and schedule change requests.
6. Students/Parents/Guardians should consider all course selections carefully, including all Electives and Advanced Courses.
7. Students that do not complete the registration process by MAY, 2022 will have all courses selected by his/her counselor.

## **Other General Information**

1. A course may be canceled if insufficient numbers of students enroll.
2. Students may be scheduled for alternate course selections if too many students select a particular course.
3. Required courses are given priority over electives in schedule conflict resolution.
4. All students must meet TCS Board Policy guidelines for course requirements.
5. Schedules for 2022-2023 will be distributed in August 2022, or at a time established by the school counselor/administration.

## **Curriculum Options**

All courses offered at Charles Henderson Middle School are designed to prepare students to enter Charles Henderson High School prepared. We offer students the opportunity to choose the direction they wish to take in pursuit of their high school diploma.

Students in **accelerated** and **advanced** courses must be self-motivated, organized and able to work on their own. The student goes above and beyond the requirements for the course. They can handle long-term deadlines and work at their own pace to complete assignments and take notes. In addition, the students may have more writing and reading outside of class and more presentations and group work.

Students in **general** classes work at a slower pace and do much more reading in class with guidance from the teacher. They have fewer writing assignments and in class presentations than accelerated and advanced courses.

## **Prerequisites**

Prerequisites are listed as indicators of the recommended foundation of learning, grade level, and/or achievement standard needed to be successful in a particular course. Prerequisites provide guidance for teachers, parents, counselors, and students and they provide additional information to help plan students' successful progress through the variety of programs offered by the Troy City Schools.

## **Fees**

In some classes, reasonable fees will be set for courses requiring laboratory materials and equipment. Charles Henderson Middle School teachers will notify students of the required fees.

Art

Advanced Art

Band All Levels Varies by instrument

## **Academic Achievement Program**

The purpose of the Academic Achievement Program is to offer incentives and challenges for students to excel academically. Once the challenges have been met successfully, recognition and reward for honor roll status is bestowed upon deserving students. The recognition of honor roll students will take place at the end of each semester. Many local businesses have joined in to offer their support and encouragement for excellence in academics.

## **Promotion and Retention Policy for Grades 7 - 8**

Regular education students in grades seven through eight must pass all four core subjects in order to be promoted to the next grade. A yearly numerical average of 60% or above is necessary to pass the course.

Promotion and Retention Policy for Special Education will be retained if they do not complete the course of study and specific adjectives designated in the students Individualized Education Program-IEP. Special education students will not be promoted based solely upon passing their special education subjects unless their special education subjects comprise more than 50 percent of their academic classes.

Source: Troy City Board of Education, Adopted: July 20, 2015, Revised: June 30, 2022, Legal Ref.: Ala. Admin Code 290-3-1.02(6)



## **Child Find**

TCS is committed to providing educational opportunities for all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code. Child Find is a statewide effort by the State Department of Education and the Department of Rehabilitation Service to locate, identify and evaluate children with disabilities from birth to age 21. For further information, contact Dr. Christie Armstrong at 334-566-3741

## **Gifted Education**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self: or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

- Aptitude
- Characteristics
- Performance

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information, contact Dr. Christie Armstrong the Coordinator of Special Services with the Troy City Schools at 334-566-3741.

## **Limited English Proficiency Students**

The District shall offer limited English proficiency students instruction in programs designed to address their affective, linguistic and cognitive needs. The District shall further take appropriate steps to ensure that limited English proficiency students are provided with equal access to the same substantive knowledge provided by the District curriculum as their English-speaking peers.

Source: Troy City Board of Education, Adopted: July 20, 2015, Revised: Legal Ref.: *Equal Educational Opportunities Act*, 20 U.S.C. §1703(f); *Lau v. Nichols*, 414 U.S. 563 (1974); *Castaneda v. Pickard*, 648 F.2d 989 (5<sup>th</sup> Cir. 1981)

## **Basic School Rules**

Charles Henderson Middle School students will:

- a. Listen and follow directions.
- b. Be responsible by having materials ready for school and arriving at school and class on time.
- c. Respect themselves, others, and school property by:
  - Using quiet voices.
  - Walking quietly and orderly.
  - Solving conflicts without fighting.
  - Using acceptable language.
  - Following the dress code.
  - Respecting and cooperating with principals, teachers, and staff members.
  - Keeping our campus clean.
- d. Act in a considerate manner at all times by displaying good manners and positive behavior.

## **Conduct/Discipline**

Discipline supports the total educational structure and is one of the most important lessons education can teach. The following avenues for discipline will be used when rules are violated:

- a. Teacher/Student Conferences
- b. Parent/Teacher Conferences
- c. Peer Mediation
- d. After School Detention
- e. In School Support
- f. Alternative School (short and long term)
- g. Suspension
- h. Expulsion

## **Parent - Teacher Conferences**

All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns. Please call the main office and request such conferences, and arrangements will be scheduled by the principal, vice principal, or the guidance counselor.

## **Office Referral**

Students should report to the office immediately with the proper referral form after being referred by the teacher. Failure to report or delay in reporting to the office will warrant strict, additional disciplinary action.

## **In-School Support**

Students may be referred to ISS for any violation of a minor or major infraction in accordance

with the Student Code of Conduct and at the discretion of the administration of Charles Henderson Middle School. The number of days assigned to ISS may vary depending on the infraction and or the number of previous referrals.

## **Alternative School**

Alternative School is a restricted school environment that serves as an alternative to suspension from the regular school. A student at the ALC will be required to follow all ALC guidelines and must complete all assignments. While assigned to the alternative school, a student will not be allowed on any campus in the school system. Furthermore, an ALC student will not be allowed to participate in any school sponsored activities either on or off campus during the time they are assigned to the ALC. Refer to the Student Code of Conduct for specific offenses and rule violations.

## **Daily Procedures**

### **Cafeteria**

The cafeteria will serve, at a minimum cost, hot, balanced meals in accordance with high standards for nutrition and sanitation, and it will include two types of self -serving lines: Type A and a-la-cart.

Type A serving line will include all foods in a Type A meal. A Type A meal includes five (5) basic food groups: meat, bread, milk, vegetable, and fruit. A student must select a minimum of three of the five items.

The a-la-carte serving line will enable students to select a Type A meal from a variety of sandwiches and bonus food items.

Parents should encourage students to eat in the cafeteria to ensure proper nutrition. A student may not be excused from the school campus for lunch except in cases where such is recommended by a physician for health reasons. Parents should not purchase and bring fast food items to school for their child. Students may bring lunch from home. Any drinks brought from home must not be in a glass container.

### **Breakfast**

Charles Henderson Middle School will provide a good nutritional breakfast to students on a daily basis. As breakfast is considered an essential meal of the day, we would like to encourage ALL STUDENTS to participate in the breakfast program. Prices will vary per item from the a-la-carte line unless items selected make up a Type A meal.

## **Chewing Gum and Candy**

Neither chewing gum nor candy is permitted on this campus. Gum is deposited and/or discarded indiscriminately. Candy is eaten and the wrappers thoughtlessly discarded in the same manner as chewing gum. The teacher will deal with students violating this rule.

## **Drills – Fire & Tornado**

Fire and tornado drill procedures and civil defense procedures are posted in each room. The classroom teacher will discuss the procedures with students the first day of school and periodically thereafter

## **Electronic Devices**

The Troy City School system allows students to have cell phones; however, they must be turned off and kept in their backpacks or lockers during the school day. The use of cell phones is prohibited during school day hours. (7:30-3:30)

Any violation of this policy shall result in disciplinary action in accord with the code of student conduct for the applicable school. The school/school system shall not be responsible for loss, damage, or theft of any electronic device on school system property.

## **Homework**

Homework is important and is due on the assigned day. Teachers will notify parents of students who fail to comply with the homework policy. A student who continues not to comply with homework policies after parental notification will warrant a parent-teacher conference. The intervention team and resource teachers will be allowed to refer students for further disciplinary action who continually do not comply with homework policies.

## **Alabama State Department of Education Policy: Use of Digital Device during the Administration of a Secure Test Student Policy**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

## **Assemblies**

Students are expected to maintain a high level of conduct during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Failure to comply with school and assembly rules may result in punishment and/ or being barred from future assembly programs and/or school sponsored field trips.

## **Extracurricular Activities**

Many extracurricular activities are available to CHMS students. Each student is encouraged to participate in extracurricular activities in order to become a better-rounded individual. If a student believes he or she is unable to join a club or participate in a sport due to fees or costs, then the student should contact the school principal or other administrator.

## **Student Social Events**

All student social events sponsored by the school shall be under the control of the local school principal and/or his designee. All such events shall be approved by the local school principal and the Superintendent. All such events shall be held in accordance with such rules and regulations as may be developed by local school officials, the Superintendent, and the Board.

## **Club Policies**

Alabama law prohibits hazing of any kind on or off campus by any school sponsored club or organization. Only approved clubs shall be allowed to function on campus.

## **Telephone**

In order to avoid congestion and allow for emergency and incoming calls, students are allowed to use the phone only in cases of extreme necessity and only with proper permission.

## **Withdrawal**

A student who is leaving or transferring to another school should notify the office. He must obtain withdrawal forms from the office before reporting to his or her class for the last day of school. All personal belongings must be removed from the locker and library books/textbooks and any other school property must be checked in before the student is officially withdrawn. No official transcript can be sent to the school in which the student enrolls until the necessary requirements have been met.

## **Student Pick-Up**

Students should be picked up after school between 3:00 - 3:30 p.m. from the designated area on campus for student loading and unloading.

## **National Junior Honor Society**

The Willie C. Thomas Chapter of the National Junior Honor Society Charles Henderson Middle School

Students are selected for membership in the National Junior Honor Society based on the NJHS constitution. There are five areas that are considered. They are scholarship, leadership, service, character, citizenship, and teacher recommendation. Members are selected at the end of each semester.

The Willie C. Thomas Chapter of the National Junior Honor Society considers an overall average of 88 or greater for academic subjects. Grades are checked at the end of each semester. If a student's average falls below an 88, a warning letter is given. A member has the next semester to bring this average up to standard before dismissal.

If a potential member has more than 2 office referrals, the council will consider this prior to admission or denial of admission. After 2 referrals, a member will be placed on probation and will come before the faculty council. The committee will determine the member status with the possibility of dismissal. Once removed, a student will not be eligible again for NJHS.

No warning for dismissal is necessary for flagrant violations, which require alternative school or suspension for civil law or school rules, (see Student Code of Conduct).

Membership does not transfer from the NJHS to the National Honor Society.

## **Schedule Change**

Pupils may not change schedules without written permission from the principal or the guidance counselor.

## **School Clubs and Activities**

Students are encouraged to participate in school clubs and organizations operating in the school. Membership shall be open to all students who meet the standards and requirements set forth in the club charter. Questions regarding goals and activities of clubs should be directed to the club sponsor or school officials.

## **School Parties**

All school parties should be cleared through the main office and properly supervised by adults.

## **School Spirit**

Defining school spirit is an essential ingredient of a good school. It may be a cheery greeting between a student and a teacher, an eighth grader helping an uncertain sixth grader, an athlete working hard to represent his or her school well, or students striving for academic excellence in their classes. All of these things are school spirit. Be the very best representative your school can have! Be a believer in school spirit and spread it everywhere you go!

## **School Supplies**

As a service to the students' of CHMS, the National Junior Honor Society may have pencils, pens, paper, notebooks, and poster paper for sale throughout the school year.

## **School Trips**

The principal must approve all class or club trips. Written permission from the parents is **REQUIRED OF ALL STUDENTS** on such trips. Proper dress and behavior are required as all school rules apply to trips. Special dress may be required on some trips of which parents will be informed.

## **Student Problems**

If a student encounters a problem of any kind while at school, he or she should **IMMEDIATELY** tell a teacher, the counselor, vice principal, or principal. The principal and vice principal maintain an open door policy, and students may feel free to discuss problems of both educational and/or personal nature at any time.

## **Student Responsibility**

The student is responsible for notifying his or her parents/guardian of all written communications from school. Failure to do so may result in further disciplinary action.

## **Students Walking Home**

Students walking home must leave campus immediately after school unless directly involved in an after school activity or in case of inclement weather.

## **Library and Materials Center**

The instructional materials center (library) exists for the benefit of the students, and its use is strongly encouraged. In order to insure that the library is used for the greatest benefit of the greatest number of students the following policies have been established:

- a. The library will be open between the hours of 7:40 a.m. and 3:00 p.m. If students need to use the library at other times, they should make

arrangements with the librarian who will accommodate them when possible. A pass is the only requirement.

- b. Books may be checked out, and maybe renewed repeatedly unless requested by another student.
- c. Reference books or books on reserve may be checked out overnight, and must be returned by 8: 15 a.m. the following morning.
- d. Students assume full responsibility for ALL books and materials taken from the library and shall pay for any damage or loss in order to assume access to materials. The original cost must be paid for lost or damaged books.
- e. Magazines and newspapers may be checked out during the day.
- f. All library fines must be paid and materials returned before a student receives his grades at the end of a reporting period or his transcript sent to another school should he or she move.
- g. Each English teacher will have an opportunity to schedule for each class to go to the library. Classes will NOT be allowed to remain in the library without teacher supervision.
- h. Students who come to the library to do individual work should bring a LIBRARY PASS from the teacher for whom the work is being done. Only two students may be sent by any teacher during a class period unless special arrangements have been made.
- i. Students who infringe upon the rights of others by misbehaving in the library will be suspended from the library for a given period of time.

## **Medication**

All medication must be kept in the nurse's office and dispensed by the school nurse. This will be done only through written notification from the parent.

- a. A doctor's order is required for administration of any prescription medication.
- b. A written consent from the parent is required in order for the school to administer any medication.
- c. Please DO NOT send medication to school if it can be given at home. EX: pill given twice a day should be given before school and at bedtime, unless the prescription is time specific.
- d. Please send medication in the original container. EX: prescription bottle, the



bottle in which you bought the medication. Medication will no longer be accepted in zip-lock bags or bottles that are not labeled.

- e. ALL medication will be thrown away once the student is no longer taking that particular medication. It is the parent's responsibility to pick up the medication when the child no longer needs it. Attempts to contact the parent will be made before disposing of medication.
- f. The school is not responsible for supplying any medication. If you would like to send Tylenol, Motrin, or Advil for your child, we must have written consent.
- g. ALL medication and consent forms will be thrown away at the end of each school year.
- h. Students will only keep inhalers on them at school with parental consent, doctor's order, and when the nurse deems it necessary for the child's health.
- i. Students may keep cough drops on them as long as we have written consent from the parent. **STUDENTS ARE NOT ALLOWED TO SHARE MEDICATION.**
- j. When a child is out of a prescription drug, it is the student's responsibility to pick up the empty bottle at the end of the school day. It is the parent's responsibility to get the medication refilled and to bring it back to school.
- k. **ALL MEDICATION MUST BE BROUGHT INTO THE OFFICE BY THE PARENT.** If medication is found on any student, disciplinary action will be sought.
- l. Parents, please notify and keep the administrative staff and school nurse updated on any health condition affecting your child.

## **Title IX Notice of Nondiscrimination**

Troy City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Christie Armstrong, Section 504 and Title IX Coordinator  
358 Elba Highway  
Troy, Alabama 36079,  
or you may call 566-3741.  
armstrongc@troyschools.net

## **Student Harassment and Bullying**

No student shall engage in or be subject to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

## **Band Trips**

When traveling, the CHMS band will abide by the policies contained in the CHMS handbook, Troy City Schools Code of Conduct, and any additional policies deemed necessary.

## **Textbooks**

Students will be issued state-owned textbooks in all classes where textbooks are used. Upon issuance, these textbooks become the responsibility of the student. If lost or damaged, they must be paid for by the student before the student will be issued another textbook. When students leave textbooks in the gym, on the campus, in the hallways after school, the students are financially responsible for the textbooks should they be lost or damaged.

### **Issuance of Textbooks**

All textbooks are the property of the state of Alabama. Policies regarding the issuance of textbooks are as follows:

- a. Textbooks **MUST NOT** be damaged.
- b. Damages to textbooks include:
  - one or more pages of content missing
  - water-soaked, causing backs and pages to be swollen or molded
  - physically marked with any kind of pen, pencil, crayon, etc., on outside - of books, inside of books, on ends of books, or any other pages
  - defaced or marred, such as broken, cut, or speared pages
- c. Penalty for LOST or DAMAGED textbooks are as follows:
  - **FULL PRICE** for textbooks issued in new condition
  - Seventy five percent 75% of full price for textbooks two years old or less.
  - Fifty 50% of full price for textbooks more than two years old.
- d. **NO TEXTBOOKS** will be issued to any student while payment for lost or damaged books is outstanding.
- e. **REPORT CARDS WILL NOT** be issued to any student until ALL penalties for damaged or lost books are no longer outstanding.
- f. All textbooks issued to students must be returned to the teacher when the student transfers or is promoted.

## **Weapons**

Pocket knives, razors, or other such cutting instruments or weapons shall not be allowed on the school premise, in the building, or otherwise about the school, either during the school hours or at any school related function. This policy may also apply to replicas of such weapons. Disciplinary action for weapons on campus are outlined in the Code of Student Conduct 2022-2023

## **Drugs and Narcotics**

Any student who is found in possession of illegal drugs or narcotics while on school property will be reported to the proper law enforcement authorities, and the parents/legal guardian will be notified. This may be done at the discretion of the school officials. Disciplinary action for drugs/narcotics on campus are outlined in the Code of Student Conduct 2022-2023

Policy 4.012

## **Troy City Schools DRESS CODE**

The policy of Troy City Board of Education is that good grooming and personal appearance are part of a successful teaching and learning process. It is expected that students will dress in such a manner that will help promote an environment conducive to learning as well as ensure the health and safety of all students of Troy City Schools.

Students in all grades (Pre-K through 12th Grade) must dress in a manner that will ensure health and safety, will not be distracting to others, and is not disruptive to the learning and educational process. The school principal or his/her designee will have the final decision in determining whether apparel meets the dress code. At any time, the administration has the authority to limit or adjust what may be worn.

Students determined to be in violation of the dress code will be required to change their clothing to comply with the dress code. If a student must check out of school in order to change their clothing, the absence will be marked as unexcused. If violations become chronic, additional consequences may include In-School Suspension or Alternative School Placement.

### **District Wide Grades PreK-12 Guidelines**

1. Clothing should fit properly; be the correct size for the student's body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.
4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex, drugs, alcohol, mutilation or language found by the administration to be obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during all activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
7. Students may not wear clothing that reveals the body in an inappropriate manner. Examples of this include, but are not limited to the following: clothing that is too tight, too short, bare at the mid-driff, bare at the sides, sheer or see-through clothing, etc.

8. Students cannot wear jewelry or accessories that may distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, and shoes with wheels are not permitted. Tennis shoes/ sneakers must be worn during physical education classes. Shoes must be tied or secured with velcro straps at all times.

### **Dress Code for Elementary School Grades PreK-6**

School administrators will have the authority to allow for variances that are appropriate to students in this age range.

### **Dress Code for Grades PreK-12**

#### **Tops**

1. Tops must have shoulder sleeves that have a minimum two (2") wide shoulder strap. This includes T-shirts.
2. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid-driffs, bare at the sides, sundresses, "spaghetti strap" type tops, Racer backs, off-the-shoulder tops, low-cut front or low-cut tops, tops that show cleavage, sheer or see-through clothing, etc.
3. T-shirts that extend below four (4) inches from the top of the kneecap must be tucked in.
4. Men's style undershirts are not permitted to be worn unless concealed under an acceptable shirt/top garment.

#### **Head Gear**

1. Students may not wear hats or head coverings. Bandanas in school buildings, on school premises, and at school-related functions are not allowed.
  - a. Exceptions to this prohibition on head coverings include religious purposes which have been approved prior to wearing.

#### **Pants, Skirts, Dresses, and Shorts**

1. Pants must be worn at the waist level.
2. Pants that are too tight or allow for exposure of undergarments are not permitted.
3. Baggy, overly loose-fitting pants must be worn with a belt. No sagging pants
4. Pants or Jeans that have holes above the knee must have material beneath them.
5. Students may not wear pajamas or loungewear.
6. The length of skirts, dresses, and shorts (front and back) must be deemed appropriate and must conform to the "mid-thigh rule". No slits or leg openings can be higher than mid-thigh above the top of the kneecap.
7. Skirts, dresses, and shorts must conform to the "mid-thigh rule" regardless of whether they are worn with tights, panty hose, or bare legs.
8. Skirts, dresses, and shorts must be appropriate whether the student is standing or sitting.
9. Leggings are not considered pants and must be covered with appropriate clothing that extends to the mid-thigh.

10. Shorts must conform to the “mid-thigh rule”. Nylon type spandex shorts (ex. bike shorts) are not permitted.

11. Wind pants, sweatpants, and joggers are allowed as long as they follow dress code.

\*Situations may arise that are not expressly covered by the dress code. In that event, the principal or his/her designee may handle these situations on a case-by-case basis. School personnel and principals may evaluate any hairstyle, hair color, article of clothing, or other student clothing or display item that may be considered a violation of this dress code and/or a distraction to the educational process on a case-by-case basis and the principal or his/her designee will be authorized to make a determination as to whether a violation of the dress code has been committed by the subject student(s). In addition to and not in abrogation of any disciplinary measures stated above for violation of this policy, the following shall apply:

### **CONSEQUENCES FOR FAILING TO ADHERE TO THE DRESS CODE**

First Offense: The student will be sent to the office to change clothes

Second Offense: In-school Suspension

Third Offense: In-school Suspension with parent conference

Additional Offenses: In-school Suspension or ALC assignment at the principal's or his/her designee's discretion

Source: Troy City Board of Education

Adopted: July 20, 2015

Revised: June 21, 2022

Legal Ref.:

**TROY CITY SCHOOLS**  
**Parent Right-To-Know • Request Teacher Qualifications**  
**Title I, Part A, Section III (b)(6), *No Child Left Behind Act of 2001,***  
**Public Law 107-110**

I am requesting the professional qualifications of:

Who teaches my child at:

Child's Name (Please Print) School (Please Print)

My mailing address is

Street (Please Print) City Zip

My telephone number is

My name is

Name (Please Print)

Signature Date \_\_\_\_\_

**This Section to be Completed by School/Central Office**

Date Form Received:

Received By:

Teacher's Name:\_Subject:

Has the teacher met state qualifications criteria for the grade levels and subject areas in which he/she teaches?

Yes No

Is the teacher teaching under emergency or other provisional status?

Yes

No, Undergraduate Degree\_(university/college) Major Discipline

Graduate Degree

(university/college) Major Discipline

Does a paraprofessional provide instructional services to the student? Yes No

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_ (year) \_\_\_\_\_ Undergraduate Degree  
(university/college) Major Discipline

College/University Credits (hours)

Major Discipline \_\_\_\_\_

Signature of Person Completing Form \_\_\_\_\_

Date Returned to Parent

\_\_\_\_\_

**TROY CITY SCHOOLS**  
**2022-2023**

Both STUDENT and PARENT are to read and then SIGN in respective blanks.  
UPON SIGNING, PLEASE RETURN TO YOUR CHILD'S HOMEROOM TEACHER.

I have read and understand the information contained in this Charles Henderson Middle School handbook and will abide by the policies and procedures.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand the policies and the procedures contained in the Parent/Student Handbook and will have my son and/or daughter adhere to them.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_