

CHARLES HENDERSON MIDDLE SCHOOL

STUDENT HANDBOOK

2021-2022



Mr. Aaron Brown, IIIPrincipal
Dr.Kelly RobertsVice-Principal
Mrs. Sonya WrightCounselor
Mrs. Geneva RodgersSecretary
Mrs. Sonja AtkinsBookkeeper

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.

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.

7th/8th Grade Regular Schedule

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

7 TH	2:04-3:00
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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

1st Nine Weeks Report Card October 14, 2021

2nd Nine Weeks Report Card January 07, 2022

3rd Nine Weeks Report Card March 17, 2022

4th Nine Weeks Report Card May 26, 2022

Attendance

All students enrolled in the District are required by the Alabama Compulsory Attendance laws to be in continuous attendance at their respective schools. Students must attend school in the school zone in which their parents/guardians reside. Daily attendance is vitally important to the acquisition of knowledge. Students deserve every opportunity for academic success, and regular, punctual, daily attendance not only teaches life supporting skills but also increases the likelihood that school will be a positive experience. School administrators will exhaust all measures to encourage good attendance and to involve as many supportive groups as necessary to reach this goal.

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.

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.

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.

School administrators are required under state law 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.

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.

Excessive Absences

Students who have more than ten absences in a class session during a semester must have the

approval of the principal and a Review Committee to receive course credits. Parents/guardians of these students will be notified by the school administration following a student's seventh and tenth absences. The Review Committee will hear the student's parents/guardians and/or the student prior to rendering a decision. Days when students are absent from school due to official suspension shall not be counted as a part of the number of excessive 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. Only an excused tardy permits classwork to be made up.

Source: Troy City Board of Education Adopted: July 20, 2015 Revised: Legal Ref.: Ala. Code §§16-28-12, 16-28-13; 16-28-15; 16-28-16; Alabama Administrative Code § 290-3-1-.02(7)(c) 229 PO

Tardiness to Class

Students who are not in class when the tardy bell rings will be considered tardy to class and must sign the tardy list provided by the teacher. Three or more unexcused tardies to class may result in an office referral and disciplinary action. Excessive tardies to class may result in disciplinary action. Work missed because of tardy can be made up only if the tardy is excused.

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.

The principal has the responsibility of making decisions relating to check-outs. Such a decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

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 demand. 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 on the CHMS school website.
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 1, 2021 will have all courses selected by his/her counselor and may forfeit the opportunity to make any changes.

Other General Information

1. A course may be cancelled 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 2022-2022 will be distributed on August Registration Day or at a time established by the school administrators and school counselor.

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 who are on year round schedules, not a Block Schedule, must pass at least four units out of six units per school year in order to be promoted to the next grade. Students in grades seven through eight who are on a Block Schedule or Modified Block Schedule must pass six out of eight units per school year in order to be promoted to the next grade. A semester numerical average of below 60% constitutes failure.

Child Find

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 (5th Cir. 1981)

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

Suspension and/or Expulsion

The Troy City Board of education recognizes the following reasons for suspension and/or

- a. Fighting
- b. Possession of weapons (pocket knives, razors, or other such cutting instruments).
- c. Use or attempted use of weapons (any instrument of cutting or stabbing in nature).
- d. Insubordination or disrespect to a teacher.
- e. Disruption of class or other school functions.
- f. Destruction of school property.
- g. Possession of or being under the influence of alcohol or any other illegal drug.
- h. Use of profanity or obscene comments and/or gestures.
- i. Truancy.
- j. Possession of or use of tobacco products.
- k. Other good and just causes.

Suspended students may be readmitted to school only after meeting with parents and the principal. The student must assure school officials that they will abide by school policies. Suspended students will not be permitted to attend any school function on any school campus unless prior approval has been given by the administration.

In cases of expulsion, the final decision rests with the Troy City Board of Education after hearing from the student and school officials.

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.

Disciplinary Actions

The following are alternative methods for disciplinary actions which may be administered to students enrolled in the District by the school principal or his designee.

In disciplining Section 504 students and special education students, the District will adhere to Section 504 of the *Rehabilitation Act*, and the *Individuals with Disabilities Education Improvement Act*.

School Bus Suspension

A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parent/guardian will be notified of the student's school bus suspension.

Before/After-School Detention

A student may be assigned to a specific room on the school campus for detention before the opening of the school day or after the closing of the school day for violation of school rules for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent/guardian prior to the assignment of a student to detention. If the parent/guardian can be notified on the day of misbehavior, the student will be assigned on that day. If not, the student will be assigned the following day.

Work Assignment

A student may be assigned to supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent/guardian will be responsible for providing transportation in these cases. The parent/guardian will be notified prior to the student's placement in a work assignment.

Suspension and/or other time-out areas must be supervised at all times by a professional educator. Parents/guardians will be notified of the disciplinary action. In-school suspension should not be considered under the out-of-school suspension guidelines.

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.

Administrative Disciplinary Probation

Administrative disciplinary probation is a period of time specified by the principal or his designee during which a student must correct his behavior while abiding by all regulations that govern student behavior. The principal or his designee has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff member involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal or his designee to conclude administrative disciplinary probation requirements.

Out of School Suspension

In unusual and infrequent cases, a student may be placed on out-of-school suspension by the principal or his designee. This disciplinary measure is the removal of a student from a school for violation of school policies, rules, or regulations or for otherwise causing interference with or disruption of the orderly operation of the school.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-1-14

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 lockers during the school day. The use of cell phones is prohibited during school day hours.

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.

Bicycles and Motorcycles

A bicycle rack is provided for students on campus. All bicycles should be parked in the designated area. Bicycles and motorcycles should not be operated on the campus since this is a potential danger to the other students. Students who drive motorcycles to school must register them in the office by producing a driver's license and proper insurance documentation.

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. The library is not to be used as a study hall, to study for tests, to do homework from textbooks, to make up tests, nor is it to be used by students who have been dismissed from class due to misconduct.
- i. 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.

j. 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 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.

DEFINITIONS

1) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 below. To constitute harassment, a pattern of behavior may do any of the following:

- a) Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b) Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c) Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d) Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school sponsored function.
- e) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

1) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another

student or damage to the property of another student.

- 2) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- 3) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program benefit, activity or opportunity for which the student is or would be eligible.
- 4) The term “student” as used in this policy means a student who is enrolled in the Troy City School System.

DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

- 1) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- 2) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - a) The student’s race;
 - b) The student’s sex;
 - c) The student’s religion;
 - d) The student’s national origin; or
 - e) The student’s disability.

CONSEQUENCES FOR VIOLATIONS

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

- 1) Complaints alleging violations of this policy must be made on Board approved complaint forms available on the Troy City Schools web-site and at each school's principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- 2) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- 3) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- 4) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Troy City Board of Education website.

CONSTRUCTION OF POLICY

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for reasons not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Source: Troy City Board of
Education Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-28B-1, *et seq.*

Protection of Complaint

No student shall be subject to any adverse action or any form of retaliation for any good faith report of harassment under this policy. To the fullest extent possible, all reports of harassment will be kept confidential.

Enforcement

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment. Principals shall take appropriate actions to reinforce the School System's harassment policy. These actions will include:

1. Prompt removal of any vulgar or sexually offensive words, pictures, drawings, graffiti, and the like.
2. Providing staff in-service at the beginning of the school year.
3. Providing student instruction about harassment.
4. Taking appropriate disciplinary action when warranted.
5. Copies of this policy shall be included in the Code of Student Conduct

Discipline/Consequences

Any student who engages in the harassment of anyone on school system property or at a school system activity may be subject to disciplinary action up to and including expulsion.

Any school system employee who engages in, assists, encourages, or permits harassment of any student may be subject to disciplinary action up to and including dismissal.

Any school system employee who receives a complaint of harassment from a student and who does not act promptly to forward that complaint to the principal and a central office administrator designated to receive notice of all harassment complaints, will be disciplined.

Band/ Physical Education

The Charles Henderson Band Program is dedicated to an academic approach to music education. Our aim is to integrate and develop the students' musical, intellectual, and physical talents towards the goals of musical performance, commitment, and cooperation with others, and a lifelong appreciation of the arts.

Once enrolled in the band, a student is expected to commit to and continue in the program through the entire school year. In extreme situations, schedule changes will only be made after a parent/director conference.

Band members are subject to the following procedures:

- a. Band fees vary by instrument and should be paid at the beginning of each semester.
- b. Instruments are to be brought to the band room each morning before homeroom begins. They are not to be left in the classroom, gym, locker, etc.
- c. Band members are the only students allowed in the band room, except in cases where a pass has been issued by a teacher or the office.
- d. Students are responsible for bringing their instrument, music, and related supplies to class each day. Repeated failure to do so will result in parent notification and possibly a loss of points in the daily grade average of the student.
- e. After-school rehearsals are called according to the needs of students and the performance schedule. Students will be given advance notice of rehearsals. Attendance is required unless the student is excused by the director prior to the rehearsal. The student is also responsible for bringing in a note from a parent or guardian.
- f. Participation in public performances (schools, community, or competition) is required and represents a portion of each student's grade. Information concerning scheduled performances will be communicated well in advance through the student to his or her parents. In cases of severe schedule conflicts this information should immediately be brought to the director's attention in order to resolve the problem for the student in a way that will preserve the integrity of the performing groups.

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.

Physical Education Policies and Procedures

According to Alabama law and school policy, No student may be excused from physical education classes, except in cases where a physician prohibits participation in physical activities. Only a written statement from the physician will be accepted.

The physical education program is designed to aid in the development of each student's fullest potential in physical growth, mental alertness, neuromuscular development, emotional control, and social awareness. Opportunities will be provided for each student to acquire skills in a variety of activities along with opportunities for the development of leadership and fellowship traits.

Dress Requirements

For safety reasons and full participation in activities, students are expected to dress out in appropriate physical education uniform as follows:

- a. All students will dress out daily. Clean gym shorts with elastic waistbands are required. Shorts with pockets, snaps, buttons, or zippers are not allowed. In cold weather only, sweatpants may be used if gym shorts are worn over them. Religious values will be taken into consideration.
- b. All t-shirts must be clean and have sleeves. No shirts with collars, pockets, snaps, buttons, or zippers will be allowed.
- c. Gym shoes are required. Stockings are not to be worn with a gym suit.

Policy Regarding Dressing Out

All students are expected to dress out each day and in accordance with the following rules.

- The students must dress out in the dressing room.
- Students should not borrow gym suits, socks, or tennis shoes.
- Students should not share lockers or locker combinations with anyone else. This policy lessens the possibility of having items taken.
- Students should make sure that the lockers are locked.
- Students are not to wear their physical education uniform when leaving campus to go home or to go to another campus.

Participation

For each student to achieve his or her fullest potential, it is necessary for him or her to dress out and participate with vigor and enthusiasm. To help achieve this goal, we allow each student to select the unit of instruction that best meets his or her interest. This process is called unit selection.

Procedures

After dressing out for physical education class, each student must have a seat in his assigned roll call order. Students not in roll call order when the teacher calls roll will be considered tardy. The teacher will complete roll call by checking for absences, correct uniform, and cleanliness. Students are expected to keep quiet. No general talking is allowed while roll call is given.

Instructional Activity Time

Students should be prompt in getting to the instruction area, participate fully in all activities, and ask questions when information is not understood. When dismissed from class, students should go promptly to the dressing room and get ready for the next class. After dressing in for other classes, each student must have a seat in his assigned bleacher until the class period bell rings.

Gym Policies

All students are expected to adhere to basic rules while in the gymnasium. Failure to do so may result in disciplinary action. The policy is as follows: Never go into a teacher's office without permission.

- For safety reasons, there should be no horse playing with other students.
- If a student has any problem, it should be reported to a teacher immediately.
- Side doors should be used, except on rainy days. Boys will use the doors next to their dressing room, and the girls will use the doors next to their dressing room.

P.E. Lockers

A physical education locker will be provided to each student at a cost of \$5.00. Students are to keep P.E. clothing in their assigned locker.

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** is charged for books that are in use for one or two years.
 - **1/2 PRICE** is charged for books that are in use the third, fourth, or fifth years.
 - **1/4 PRICE** is charged for books that are in use in the sixth year.
 - **AFTER THE SIXTH YEAR**, there is a charge of \$3.00 per book.
- 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.

Any student in violation of this policy will be suspended automatically.

Any student who willfully or otherwise uses or attempts to use any instrument of a cutting or stabbing nature, or any other weapon, will be automatically recommended to the Troy City Board of Education for expulsion. This expulsion will be for the remainder of the current school term.

Weapons Check

Charles Henderson Middle School will use board approved metal detectors to screen students for weapons in order to promote a safe and secure environment. The weapons check will be based on the random selection of a class on a specific day with all students in the class at that time being screened. The following procedures will be followed:

- a. With all classes placed in a selection pool, one class will be randomly selected for screening on the designated day. There will be regular weapons screenings for the remainder of the school year.

- b. The administrators and other needed personnel will report to the randomly selected class five minutes after the tardy bell rings to begin the screening process.
- c. Students will be directed from the classroom to a neutral location and screened by two administrators privately. The students will not be allowed to go to their lockers and/or the restroom when they leave the classroom. Another administrator or faculty member will supervise the flow of traffic from the classroom to the screening area. The classroom teacher and another staff member will supervise the students waiting to be screened.
- d. Students will be informed that they are being screened for weapons. Therefore, if they are in possession of any item that would trigger the metal detector, they should remove it from their possession and place it in the personal belongings tray.
- e. If a student refuses to be screened, he or she will be escorted to the office for parent contact. The student and parent will then be informed that the student is suspended pending an administrative hearing.
- f. Regular class activities will resume after the last student has been screened.
- g. School officials will seize any weapons found during the screening. Then parents and the appropriate officials will be notified.

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.

Gang Activity

Any gangs/groups/clubs, which initiate, advocate, or promote activities, which threaten the safety, or well being of persons or property or which disrupt the school environment are deemed harmful to the educational process. Such activities may include but are not limited to the following:

- a. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group presenting a clear and present danger
- b. Any student displaying dress, behavior, gestures, remarks, symbols, or trademarks which indicate or imply membership in a gang, group, or club and presenting a clear and present danger
- c. Incidents involving initiations, intimidation, and/or related activities of such group affiliation which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students
- d. Wearing, carrying, or displaying paraphernalia or exhibiting behavior or gestures symbolizing gang/group/club membership or causing or participating in activities which intimidate or affect other students

**TROY CITY SCHOOLS
SCHOOL UNIFORM DRESS CODE INFORMATION SHEET**

Dress Code

The policy of the Board is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers and students will dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved.

Consistent enforcement of the Dress Code is the responsibility of the local school administrators and teachers.

Students in grades kindergarten through twelve must dress in a manner that will ensure health and safety, not be distracting to others, and non-disruptive of the program. Shoes must be worn at all times.

TOPS FOR MALES AND FEMALES

- 1) Solid White, Navy Blue, Gray (Charcoal) or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long or short sleeves)
- 2) A small unobtrusive logo that can be covered with a quarter is acceptable for tops only.
- 3) All tops must be tucked in as part of the uniform for all male students. Female students must tuck tops that pass the pockets of the bottoms.
Otherwise, tops for female students are not required to be tucked to comply with dress code. (Preferred for K, 1, and 2, but optional)

- 4) Undershirts must be solid white, navy, gray (charcoal) or orange with no wording or pictures.
- 5) School sponsored spirit-shirts and/or pull-overs with school logos (ANY SOLID AND SUBTLE COLOR) will be allowed. School logo shirts promoting school pride and spirit will be embraced by all.

BOTTOMS

MALES

- 1) Khaki, Navy Blue, Gray (Charcoal), and White (Khaki Material) Pants or Shorts (corduroy fabric permitted) – No Orange Permitted.
- 2) Shorts must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will not be used as a classroom dress-code check.

FEMALES

- 1) Khaki, Navy Blue, Gray (Charcoal), and White (Khaki Material) Pants, Shorts, Skorts, Capris, Skirts, or Jumpers (corduroy fabric permitted) - No Orange Permitted.
- 2) Shorts, skorts, skirts, and jumpers must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will NOT be used as a classroom dress-code check.
- 3) Blouses or shirts must be worn with jumpers.

ALL

- 1) All pants, shorts, skorts, and capris must be secured at the waist and cannot “sag”
- 2) If bottoms are overly too loose, belts must be worn to keep bottoms at waist.
- 3) Khaki, Navy Blue, Gray (Charcoal), and White (Chino Material) collared dresses are allowed as long as the length is acceptable and is not low-cut and/or sleeveless. Tights are acceptable when worn under dresses/skirts.
- 4) Tights/Stockings Cannot Be Lace or Fish-Net Design

5) Team warm-up suits will be approved only by administration.

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

- 1) Stretch/skinny/jegging pants worn as uniform pants
- 2) Denim pants/blue jeans (*blue jeans days will be announced for students by administration)
- 3) Holes in jeans or frays/patches
- 4) Jogging pants
- 5) Sweatpants or sweat suits
- 6) Sheer shirts, blouses, bottoms, dresses
- 7) Bandanas
- 8) Facial piercing except ear piercing
- 9) Low-cut/v-neck shirts/blouses without undershirts
- 10) Flip flops/sandals/slides/bedroom slippers/shower shoes (*specific opened toed shoes with heel straps and appropriate soles [chaco like] will be permitted)
- 11) Wind pants/velour pants and tops
 - 12) Oversized clothing, excessively tight clothing, overalls, bell bottoms, unhemmed clothing with cuts/ slits, holes, or slashes
 - 13) Sleeveless tops, non-spirit hooded sweatshirts, overcoats, trench coats, bicycle-shorts, or carpenter pants excessive, distracting and/or over-sized jewelry

SHOES

- 1) Tennis shoes (sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc.)
- 2) Specific opened toed shoes with heel straps and appropriate soles will be permitted. "Chaco-Type" are the only open-toed shoes allowed as a part of uniform
- 3) The style of shoes must be sensible and appropriate for the school setting and activities.
- 4) All shoe straps must be strapped.
- 5) All laces must be tied and the same color.
- 6) Socks and hosiery (to include tights) must be of the colors that do not bring distraction to the education process.

BELTS

If bottoms are overly too loose, belts must be worn to keep bottoms at waist. Any belt can be worn to meet the requirement of wearing a belt. Belts must have a buckle. However, the administration reserves the right to deem certain belts distracting to the educational process.

OUTERWEAR

- 1) coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred. Sweater vests must be White, Navy, Gray (Charcoal) or Orange (pullover or cardigan style) with no belt or hood attached. Sweatshirts must be White, Navy, Gray (Charcoal) or Orange with the collar of the top on the outside. Sweaters, sweater vests, and sweatshirts must not be oversized (bulky or baggy).
- 2) outerwear of school or school - sponsored organizations is acceptable. (athletic jackets, band jackets, FFA)

EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE

***Upon approval of school administration

***If students do not participate in the activity listed, the approved school uniform dress will be required.

- Spring Picture Day: Specified Non-Uniform/Uniform Bottoms (All Schools) • Week of CHHS Homecoming Activities (Theme Dress-Up Days)
- Homecoming Assembly
- Senior Class Day
- Eighth Grade Recognition Day

- JROTC Uniform Dress Days
- Days for Kindergarten Unit on Colors (Kindergarten students will be allowed to wear tops the color being taught that day.)
- Fifth Grade Chorus and Orff Ensemble will be allowed to wear the “top selected” on performance days.

***Exceptions to the student uniform dress code may be approved any day by the administration at the local school.

***Spirit shirts or hooded sweatshirts must be Troy City Schools

affiliated. **GENERAL INFORMATION**

In addition to the uniform dress code requirements previously listed, the following guidelines will also apply:

- 1) All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
- 2) Any article that draws undue attention or disrupts classes will not be allowed.
- 3) Combs and picks are not to be worn in the hair.
- 4) Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and doo-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.

- 5) Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
- 6) Any student's dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.
- 7) Only earrings in ears are acceptable. Students with facial piercings other than earrings are required to wear a clear retainer. (No Exceptions)

Source: Troy City Board of
Education Adopted: July 20, 2015
Revised:
Legal
Ref.:

PHYSICAL RESTRAINT

The Superintendent is authorized to develop written procedures governing the use of physical restraint as required by state law. The procedures will be published in accordance with those requirements.

TROY CITY SCHOOLS SECLUSION & RESTRAINT FOR ALL STUDENTS

Troy City Schools shall prohibit the use of Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion *does not include*, so Troy City Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out—A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

- 1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
- 2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
- 3) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
- 4) The time-out space is free of objects that unreasonably expose the

student or others to harm.

Troy City Schools shall prohibit the use of Chemical Restraint – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not prescribed treatment for the student’s medical or psychiatric condition.

Troy City Schools shall prohibit the use of Mechanical Restraint - the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, so Troy City Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of Physical Restraint that restricts the flow of air to the student’s lungs – any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs.

Troy City Schools shall prohibit the use of Physical Restraint – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

- 1) All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- 2) Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- 3) Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
 - a) Use of physical restraint
 - b) Techniques to prevent the need to use physical restraint
 - c) De-escalation techniques
 - d) Positive behavioral intervention strategies

- 4) Maintain written or electronic documentation on training provided and a list of participants for each training.
- 5) written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- 6) The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
- 7) Annual report to the Troy City Board of Education for:
 - a) Use and documentation of restraint
 - b) Any prohibited use of seclusion, chemical, mechanical or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Troy City Schools, any of its schools, or any of its program employees, from any of the following:

- 1) Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy
- 2) The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
- 3) Reasonable actions to diffuse or break up a student fight or altercation
- 4) Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
- 5) Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or its agents, or employees.
- 6) In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Source: Troy City Board of Education Adopted: June 18, 2012

Revised: July 20, 2015

Legal Ref.: *Ala. Admin. Code* §290-3-1-.02(1) (f)

Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Driver's License)

It is the policy of the Board to comply with *Ala. Code* §16-28-40 as adopted by the Alabama Legislature, which provides for school attendance standards and the operation of motor vehicles.

FIELD TRIPS

Field trips are considered an integral part of the educational program of the District. Field trips are recognized as a means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

- 1) A Field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.
- 2) All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent for approval at least 6 weeks prior to the anticipated travel.
- 3) Teachers should be limited to one trip per semester that removes students from other teachers' classes. Field trips within the class periods are encouraged.
- 4) The teacher must receive the principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.
- 5) Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.
- 6) School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all times.

PARENTAL APPROVAL

- 1) Prior written approval of parent/guardian is required for student participation on field trips.
- 2) Parent/guardian approval must be on District field trip forms. No other means of approval is acceptable.
- 3) The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information/medical protocols, if applicable.

PARTICIPATION BY STUDENTS WITH DISABILITIES

- 1) No student should be denied access to a field trip or other activity on the basis of a disability.
- 2) If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.
- 3) All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
- 4) All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 plans.

FIELD TRIP TRANSPORTATION

Private Transportation

District buses should be used for local field trips when possible. Private buses/ common carriers should be used only if District buses are unavailable and applying the following guidelines:

- 1) Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
- 2) Private buses/common carriers shall be driven by an adult with a valid Commercial driver's license. No student shall be permitted to serve as a driver on such field trips.
- 3) The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

District-Owned Buses

The following provisions will apply when District-owned buses are used:

- 1) Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or his designee.
- 2) At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
- 3) All field trip bus passengers must be enrolled in the District, be an employee of the District or be designated as chaperone by the field trip sponsor and approved by the school principal.

- 4) The principal of each school is responsible for handling the scheduling of such trips.
- 5) The Director of Transportation is responsible for arranging for field trip buses following contact with the school principal, assigning a permit number, employing the driver and making arrangements for fuel.
- 6) Only adult drivers with a state-approved school bus driver's license will be permitted.
- 7) The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

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

2021-2022

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 as it will make a better school and enhance my educational opportunity.

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 _____

