

2017-2018  
Calera Middle School  
Student Handbook



**Name:** \_\_\_\_\_

**\*\*Agenda cover designed by Ashlyn McGinnis**

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**CALERA MIDDLE SCHOOL**

9178 HIGHWAY 22  
MONTEVALLO, ALABAMA 35115

**TELEPHONES**

MAIN OFFICE: 682-6140  
BOOKKEEPER: 682-6148  
REGISTRAR: 682-6142  
FAX: 682-6145

**SCHOOL COLORS:**

COLUMBIA BLUE,  
NAVY & WHITE

**SCHOOL MASCOT:**

EAGLE

**SCHOOL SLOGAN:**

What You Do Matters

**MAIN OFFICE**

Branden Vincent: Principal  
Sheryl Jones: Assistant Principal  
Dustin Smith: Administrative Assistant  
Karen Duke: Office Manager-Bookkeeper  
Darlene White: Registrar  
Robin Bosshart: Secretary  
Misty Williams: School Nurse

**GUIDANCE OFFICE**

Laura Parker: Counselor  
Dr. Doug Cound: Counselor

**OFFICE OF SUPERINTENDENT**

Mr. Randy Fuller  
P.O. Box 1910  
Columbiana, Alabama 35051

**SHELBY COUNTY BOARD OF EDUCATION MEMBERS**

Mr. Aubrey Miller (President)  
Ms. Peg Hill (Vice-President)  
Mr. Jimmy Bice  
Mrs. Jane Hampton  
Mr. David Bobo

## WELCOME

Welcome to Calera Middle School. We are glad you are here and invite you to participate in our academic and extracurricular activities. We hope you will take pride in our school and seek scholastic excellence.

For the safety of our students and staff, all visitors must report to the office upon arrival, sign in, state the reason for the visit, and get a visitors pass.

### SCHOOL RULES

Students are expected to follow four basic rules at Calera Middle School.

- ☆ **Respect Yourself**
- ☆ **Respect Others**
- ☆ **Respect Property**
- ☆ **Seek Excellence**

### SCHOOL OPENING DATES

The 2017-2018 school year begins on Tuesday, August 8<sup>th</sup>.

Students are not allowed into the building before 7:15 AM. There is no supervision for students who arrive on campus before 7:15 AM.

1<sup>st</sup> Period begins at **7:55 AM**. Students arriving to their 1<sup>st</sup> Period class **after 7:55 AM** will be considered tardy to school. Once a student has received his/her **4<sup>th</sup> unexcused** tardy to school in a calendar month he or she will be assigned to After School Detention (ASD). A **6<sup>th</sup>** tardy in a month will result in Saturday School. Additional tardies will result in referral to the **Early Warning Program**. Please refer to the Shelby County Code of Conduct regarding tardies.

**Note: Students arriving to school after 7:55 AM or later must be signed in by their parent in the office. A written note will not be accepted. This rule is for the safety and supervision of all students.**

## ATTENDANCE

It is vital that your child be in school on a regular basis to successfully complete the required classroom work. A child should be in school every day that he/she is physically able. The Shelby County Board of Education recommends a minimum attendance standard of 168 days per school year. Attendance letters will be mailed to parents after the 2<sup>nd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> unexcused absence.

### EXCUSES

Students who are absent should bring a written explanation of their absence from the parent or guardian within three days of the student returning from an absence. **The school will not accept an excuse after three days of the absence.** The INOW program will not allow any changes concerning student attendance after three school days. All notes are to be turned in at the front office. A student will not be allowed to make-up missed assignments without an excused absence. Exceptions for unusual circumstances will be left to the principal's discretion. This is in accordance with the Shelby County Attendance and Policy Regulations.

**Due to strict guidelines, the principal will scrutinize each request for a student absence. Completing and submitting the Parent Request Form for Excused Absence does not guarantee automatic approval. Refer to the 2016-2017 Shelby County Code of Conduct and Attendance for further clarification.**

### **EXCESSIVE ABSENCES**

Any student, who accumulates more than 12 absences during the school year, or has 8 or more unexcused absences out of the total of 12 absences, is subject to being retained due to excessive absences or having to attend summer school. Students and parents will also be referred to the Early Warning Program. Absences beyond 12 must be documented with a doctor's or court excuse or by permission of the principal.

### **EARLY WARNING**

The Early Warning Program is a school/community based program to assist school personnel, parents, and law enforcement in providing early intervention for students who are truant, in danger of becoming truant, or exhibit repeated behavior problems. The CAMS administration will use the Early Warning Program throughout the year to address these at-risk students who are truant or a behavior problem. Students are referred to Early Warning upon receiving a fifth unexcused absence for the year.

#### **The Early Warning Acknowledgement Form states:**

Section 16-28-12, Code of Alabama, 1975 specifies actions the court will take against parents or guardians who do not make their child obey school rules and regulations adopted by local boards of education.

This law states that any parent or guardian who fails to enroll his or her child in school, or who fails to require the child to attend school, or who fails to compel the child to properly conduct himself or herself at school shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$ 100 and may also be sentenced to hard labor for not more than 90 days.

### **CHECK-IN/CHECK-OUT REGULATIONS**

Students arriving to school after 7:55 AM or later must be signed in by their parent in the office. A note sent from the parent is not sufficient documentation for a check-in. Students who come in late without an adult will receive an unexcused tardy, the parent will be called, and consequences will be assigned to the student.

Students must be checked out only by a parent/guardian or persons authorized by the parent/guardian. Please note the SCBOE policy which states that notes, faxes, e-mails, and telephone calls will not be accepted as documentation for students needing to be checked out of school. A student checking out before 11:30 or checked in after 11:30 will be counted absent for the whole day. Students checked out for doctors' appointments will need to bring a written doctor's excuse. No check outs will be allowed after 2:45pm.

**A student must be present at least half a day to participate in all extra-curricular activities and events including athletics and school dances.**

### **TARDIES**

A student is considered tardy if not in the classroom/assigned seat when the tardy bell rings. CAMS considers two types of tardies; tardy to school and tardy to class. The two types of tardies will be disciplined separately.

To School – Tardies to school are monitored by month. Students arriving to 1<sup>st</sup> period class after 7:55 AM will be considered tardy to school. Once a student has received his/her 4<sup>th</sup> tardy to school in a calendar month he or she will be assigned to ASD.

To Class – Tardies to class are monitored by the teachers daily. Discipline for tardies is handled monthly by the assistant principal. A student is tardy to class if they arrive in the classroom after the tardy bell. **The fourth tardy to class in a week will result in ASD.** The second week in a reporting period with four or more tardies will result in Saturday School. Additional consequences will be assigned as needed.

If a student fails to appear for after school detention then he/she will be assigned Saturday School. Failure to attend Saturday School will result in a suspension from school.

It is recommended that each parent uses INOW Home to monitor student absences and student tardies to school and class.

### **MAKE-UP WORK**

Students with excused absences will be allowed to make-up missed assignments. **Arrangements for make-up work** must be made within three days of the student returning to school from an excused absence. **This does not mean that the student has three days for every day they were absent.** If a student is absent three or more days in a row, the parent can request make-up work to be sent home for the student. The parent will need to contact the parent receptionist by 10:00 AM and request the work be sent to the office for pick-up the following morning after 8:15AM. When a parent requests make-up work for his or her child to complete at home during an absence, those assignments are due when the student returns to school. The teacher will determine the due date for extremely long absences.

## **MEDICATION POLICY**

- **All medications**, whether Prescription or Over-the-Counter, ***must*** be turned into the school nurse by the student's parent/guardian or other responsible adult.
- **Medications *cannot* be transported on the bus** (*except emergency medications*).
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the-Counter, on his/her person at any time (**except inhalers or emergency medications**).
- **The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form (Form A)** before any medication, Prescription or Over-the-Counter, can be administered at school.
- Parent/Guardian authorization for **Over-the-Counter medications is valid *for the entire school year***. Any Prescription medication will require **the physician/prescriber signature on the authorization form (Form A) as well as the parent/guardian signature.**
- If the Prescription medication order is **changed** during the school year, a **new** authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.
- For **Prescription** medications, a **current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- For **Over-the-Counter** medications, **an unexpired** original container is required and all manufacturer's labeling must be clearly legible. The student's name must be written on the container. All Over-the-Counter medication must be supplied by the parent/guardian. The school will not supply any medications to staff or students.
- All unused medications not picked up by parents/guardians by **June 15<sup>th</sup>** will be discarded according to policy guidelines.

## **ACADEMICS**

The intellectual growth of our students is the driving force for instructional decision making at Calera Middle School. We are constantly striving for ways to recognize superior student achievement and to support learning for all students in our diverse community. Following are specific interventions aimed toward increasing student achievement.

### **EAET (Every Assignment Every Time) Policy**

CAMS expects and encourages the best in each child, and we hold academics is a high priority. Teachers hold high expectations and provide students with the tools needed to become self-directed learners. Students are actively engaged in meaningful learning experiences which will prepare them to be productive citizens in our global society. The home and community are vital components of the school support team. To this end, students will complete all assignments and turn them in on the due date. Incomplete or poorly attempted assignments are not acceptable.

#### **Procedure:**

- If a silver or gold assignment is incomplete, poorly attempted, or not submitted on time, the student will receive a notice requiring a parent signature and an opportunity to complete the assignment.
- Students who turn in the parent-signed notice and completed assignment on time the following school day (refer to EAET form) will receive 60% of the earned grade. Failure to do so results in an After School Detention (ASD), and the assignment will be completed for 50% of the earned grade.
- Subsequent incomplete assignments may result in office referrals
- Core academic classes will follow this procedure while Physical Education and elective courses may have exceptions based on their course content.

### **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of the National Junior Honor Society is to honor students who display high values of scholastic achievement, citizenship, leadership, service, and character. In order to be considered for membership, a student must earn an overall GPA of 90% average in the four core academic subjects for sixth grade and the first semester of seventh grade, as well as display positive character qualities. The annual induction ceremony is held each year in the spring.

### **PROMOTION POLICY**

In order to be promoted to the next grade, middle school students must earn a final passing grade of 60 or better in the following core subjects: English, Literature, Math, Science and Social Studies. Students with a 69 or below and not retained will be placed into an appropriate intervention at the start of the school year. Please refer to the Shelby County Schools Promotion, Retention, & Acceleration Guidelines for further details.

### **INOW HOME**

INOW Home is a tool for parents to access their child's grades, attendance, and tardies to class from home or work through the Internet. This site is a secure website located off-campus, and your child's name will NOT appear anywhere on the page. Please see the registrar concerning information and enrollment.

## DISCIPLINE POLICIES

Calera Middle School will follow all policies and procedures as outlined in the Shelby County Code of Conduct. The following information is intended to emphasize commonly used sections and to clarify areas of the code which are left to the discretion of the local school. Discipline policies will adhere to Shelby County Code of Conduct. Students will be dealt with firmly, fairly, and consistently.

### DRESS CODE

THIS POLICY IS IN ADDITION TO THE SHELBY COUNTY BOARD OF EDUCATION POLICY.

**Any kind of clothing items, including but not limited to belts, shoe strings, bandanas, scarves, and/or T-shirts that identify students as a member of a group, gang, or organization that is not school affiliated will not be tolerated. Clothing should be worn as intended. Pant legs may not be tied, rubber banded, or tucked into socks due to safety concerns.**

Unacceptable graphics includes a scene or print that displays or promotes death, violence, blood, guns, knives, skulls, or similar items. T-shirts that promote bands which might include skulls are also prohibited. Also scenes or print that displays or promotes drugs, drug use, sex, tobacco, or alcohol are not acceptable.

- **Students are not allowed to wear clothing that has holes or rips, including jeans and other styles of pants. Tape may not be used to cover holes, nor can students wear clothing underneath the holes.**
  - Students may not wear studded belts, studded necklaces or bracelets, or chains.
  - **No slides (shoes) will be permitted.**
  - No bandannas are allowed to be worn on any body part or worn hanging outside of clothing, such as the pocket.
  - No hats are to be worn unless a designated “hat day” is announced.
  - Leggings may ONLY be worn if the corresponding top comes to mid-thigh (fingertip length) in the front and the back.
  - No athletic pants/shorts, sweatpants, or joggers made of athletic material will be allowed.

### **Consequences for dress code violations will be:**

First offense – Warning, parent called to bring change of clothing (*If parents cannot bring their child appropriate clothing, the student will remain in ISS for the day*)

Second offense – After school detention

Third offense – In School Suspension

Fourth offense- Saturday School

### NUISANCE ITEMS

Parents may pick up nuisance items within two weeks between the hours of 9:00 a.m. and 3:00 p.m.

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. **CAMS is not responsible for nuisance items (lost, stolen, or confiscated).** A parent must pick up a nuisance item by the last day of school or it will be discarded. Nuisance items may include radios, iPods, MP3 players, PSP’s, trading cards, playing cards, CD players, posters, toys, etc. Students will not be allowed to bring skateboards to school. Students are not allowed to have nuisance items on buses.

- **Gum chewing is not allowed. (will result in after school detention)**

### **Consequences for possession of nuisance items:**

First offense – After School Detention

Second offense – Saturday School



## **USE OF PERSONAL COMMUNICATION DEVICES BY STUDENTS**

The visible or audible possession and/or use of personal electronic communication devices, including but not limited to: cellular telephones, iPods, beepers, walkie-talkies, etc., is prohibited at any time during the instructional day for all students. When a student arrives on campus, the device must immediately be turned to the off position. Use of cell phones on Shelby County school buses will be at the discretion of the driver.

During school, students ARE REQUIRED to store personal communication devices in their lockers. Cell phones may not be visible or audible during the entire day, unless authorized for instructional classroom used by the teacher. The Shelby County Board of Education shall not assume responsibility for theft, loss, or damage of a cell phone or any other personal communication device.

*During state testing, students caught using cell phones and/or text messaging in the testing rooms will be suspended from school and possibly have their tests invalidated.*

## **COMMON CONSEQUENCES**

### **AFTER-SCHOOL DETENTION**

After-school detention (ASD) is used as a consequence when students cannot follow school and/or classroom rules. ASD hours are from 3:00 until 5:00 and are usually scheduled on Tuesdays. Students will need to be picked up in front of the school by 5:00. Students are required to follow all school rules and must bring schoolwork to work on for the entire two-hour period. Misbehavior in ASD will result in a Saturday School Detention being assigned. All school rules apply in ASD.

### **SATURDAY SCHOOL**

Saturday School is a consequence used by administration when students do not follow school and/or classroom rules. Saturday School hours are from 8:00 until 12:00 and are held usually two Saturdays a month. Students arriving at 8:05 AM or later will not be allowed to attend Saturday School, and will be issued further discipline. Students are required to bring schoolwork to complete for the four hours. All school rules and dress code apply to Saturday School. Students who misbehave in Saturday School will be assigned an additional Saturday School or possible suspension, based on their behavior and disruption. In certain instances a working Saturday School will be assigned for students who are caught chewing gum, excessive tardies, and/or dress code violations. The working Saturday School will involve community service activities such as cleaning up the school grounds inside and out. Students will be notified when a working Saturday School is assigned.

### **EARLY WARNING**

The Early Warning Program is a school/community based program to assist school personnel, parents, and law enforcement in providing early intervention for students who are truant, in danger of becoming truant, or exhibit repeated behavior problems. The CAMS administration will use the Early Warning Program throughout the year to address these at-risk students who are truant or a behavior problem.

The Early Warning Acknowledgement Form states:

Section 16-28-12, Code of Alabama, 1975 specifies actions the court will take against parents or guardians who do not make their child obey school rules and regulations adopted by local boards of education.

This law states that any parent or guardian who fails to enroll his or her child in school, or who fails to require the child to attend school, or who fails to compel the child to properly conduct himself or herself

at school shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$ 100, and may also be sentenced to hard labor for not more than 90 days.

## **TRANSPORTATION**

**Please Note: We do not allow phone calls and/or faxes to change a student's transportation method. This is for the safety and well being of your child.**

### **Car Riders:**

Car riders load and unload in the front of the building. At no time should children be dropped off or picked up in any other area than the front of the building for normal school day hours. Students should not be dropped off before 7:15 a.m. and should be picked up by 3:30 p.m.

### **Bus Students:**

Bus service is available for all students. The routes are not interchangeable and students must ride the bus they are assigned. If a student is to ride home a different way or on a different bus, a note from the student's parent/guardian must be sent to the school and turned in to the office by 8:00AM. A note from the parent/guardian who is hosting the student must also be turned in. The note will be signed by an administrator and returned to the student. The bus driver must have a signed note to allow the student to ride the bus. **Due to overcrowding, we may be unable to allow your child to ride on a different bus. Please request bus changes only in emergencies. Due to extra-curricular activities not always meeting on Fridays and many buses being at full capacity, students are not allowed to ride home on a different bus on Fridays.**

## **BUS DISCIPLINE AND CONSEQUENCES**

The sole purpose of a school bus is to transport students safely to and from school. The school bus is considered to be an extension of the classroom and all SCBOE rules apply. Our goal is to insure that all students who ride the school bus exhibit good behavior while on the bus. In the event the bus driver deems it necessary to issue a disciplinary notice, an administrator will take appropriate action, which may include suspension from the bus for a determined time. Safety is and will continue to be our number one priority in dealing with bus issues and student conduct.

## **INCLEMENT WEATHER WHICH REQUIRES EARLY DISMISSAL**

Parents should begin to listen to the local news for announcements of school closing in case of inclement weather. Parents should also check their email for the announcement of school closing early. Buses will run their routes unless a tornado warning is in effect. Parents need to consider it may take longer to run the routes during inclement weather conditions. If necessary, call the school and specify what bus your child rides to receive information concerning the approximate departure time if inclement weather exists.

## **CAFETERIA AND NUTRITION PROGRAM**

Breakfast is served from 7:15 - 7:45 a.m. The cost is \$1.25. Reduced breakfast prices are \$.30 per day.

Regular school lunches are \$ 2.25 per day. The cost of a reduced lunch is \$.40 per day.

Prices could increase after the printing of the agenda. An announcement will be made at the beginning of school, if necessary.

Extra items are charged at *a la carte* prices.

Money may be placed in the students lunch account. Parents may call the Child Nutrition Program at 682-6146 between 8 - 10 AM or 1 - 2:30 PM. Please be sure to check with your child to ensure that they have adequate funds to purchase their meal. Free lunch applications are available in the Parent Office. Parents desiring to participate in the free or reduced breakfast and lunch program must accurately complete a Free/Reduced Lunch application and return it to the school as soon as possible.

**Students may not bring soft drinks to school to drink during lunch.**

### **CAFETERIA ACCOUNT**

Deposits in a student's account may be made with cash or check. Please make checks payable to CaMS and include the child's name, lunch account number and two phone numbers on the check. Students may check their account balance each time a meal is purchased. Students are not allowed to charge a meal. Students without funds may sign up before 8:45 a.m. in the Student Office for staff to call a parent. Calera Middle School does not lend lunch money. Students should learn their cafeteria account number as soon as possible.

### **NUTRITION AND WELLNESS POLICY**

The Shelby County Board of Education in conjunction with the Alabama State Department of Education passed a Nutrition and Wellness Policy. This policy permits only food considered to be nutritional to be provided to students during the instructional day. This policy prohibits students from bringing candy on campus to eat or sell, and also prevents students from bringing food on campus for class celebrations. This includes goody bags that are sometimes made for athletes.

## **MISCELLANEOUS**

### **DRINKS**

Students may not bring onto campus any unsealed bottles/cups/containers containing any kind of liquid (i.e. water, Gatorade, soft drinks, juice, etc.)

### **STUDENTS ON CAMPUS AFTER HOURS**

For safety, supervision, and liability issues, students are not allowed to be on campus after school hours participating in activities such as skateboarding, in-line skating, riding bicycles, motorcycles, ATV's, and etc. Students on campus after school hours participating in unauthorized activities will be reported to Calera police department. Students will be subject to trespassing charges for repeated offenses.

### **LOST AND FOUND**

The school cannot assume responsibility for the loss of personal items. The gym has a lost and found area. Each grade level team has a designated lost and found area in the classroom. Students should check with their teachers for location of the team lost and found area. Clearly mark items with a permanent marker/ink with the student's name - such as purses, jackets, tennis shoes, PE clothing, etc. Unclaimed items will be given to churches and charities in the Calera community every two weeks.

### **MEDIA SERVICES**

The library is open daily between the hours of 7:30 a.m. and 3:07 p.m. for checking out books, studying, and completing research. All books, with the exception of certain reference and reserve books, may be checked out. If a student has an overdue book, then they will not be able to check-out another book until that book has been returned, or the lost book has been paid for. Each student is responsible for the careful use and prompt return of library materials.

## MESSAGES/DELIVERIES

Students will be given a message only in an **emergency**. Please do not call the school to change the mode of transportation for your child. Please send a note to the school with your child if you plan on changing the mode of transportation for that day. Phone calls for change of transportation will not be allowed. Only in extreme emergency situations, a school administrator can be contacted to receive special approval. No deliveries to students, such as flowers, cupcakes, gifts, letters, cards, or balloons will be accepted at school.

## PHONE CALLS

Students are not allowed to use the phone. Phone calls are only made by the office staff for lunch money (before 8:45 a.m.), illness, or dress code violations. Calls will not be made for projects, to gain permission to go home with a friend, or any other matter not related to the three issues listed.

## PHYSICIAN CHECKLISTS

From time to time, physicians may ask for input from teachers regarding students' behavior. These checklists must be brought to school by the parent/guardian and turned in to the Parent Office. Once the required release has been signed, your child's counselor will facilitate the completion of the checklists by the teachers and will fax and/or mail the checklists directly to the physician at the phone number and address you provide. The physician must provide enough copies of the checklists.

## SCHOOL FINANCES

Calera Middle School gladly accepts cash and **personal** checks. Checks will be accepted for the amount of purchase only. All checks are required to have a physical address and two telephone numbers. For payment with athletics or various booster clubs, check amounts cannot exceed \$500.

Calera Middle School use Nexcheck, a check collection agency to handle our return checks. All returned checks are processed electronically through Nexcheck.

Calera Middle School reserves the right to not accept a check, if there is a previous or continuous problem with returned checks.

## FIELD TRIPS

Grades and behavior will be considered when approving students to attend athletic events, field trips, and other extra-curricular activities. Students whose grades are at-risk or failing will be denied participation in these type activities that would cause them to miss instructional time. **Money paid toward trips will not be refunded.** Please be certain of your child's academic and discipline records before committing money to any trips. Students who will not qualify to attend such trips include any student whose report card grades average to an F in any academic subject, students whose progress reports indicate an average below a 50 in any academic subject, and students with multiple suspensions or other serious code of conduct violations.

If a parent/guardian is attending an overnight field trip a background check is required per SCBOE Personnel Dept:

1. Background application must be completed.
2. For a background check application to be approved, they **must** be a United States citizen **AND** are required to have a social security number.
3. Date of Birth is required on the application
4. Copy of valid driver's license must be attached to the application
5. Application should be signed by the Sponsor in the area designated: **School Level Director**
6. Application should be given to the bookkeeper for **Principal** signature

7. Bookkeeper will make copy of application and attached documents then return to Sponsor to pony to Heather Mays at SCISC/TRC
8. Applications should be received by Heather Mays approximately 3 weeks prior to the overnight trip.

### **TEXTBOOKS**

Textbooks are furnished by the state and are issued at the beginning of each year. **We will not issue textbooks to students who owe money for lost or damaged textbooks from the previous year.** Parental permission is required before the books are issued. Students are responsible for the upkeep of textbooks. Periodic book checks will be completed each nine weeks.

### **CLUBS AND ACTIVITIES**

All clubs will meet during club time or at a time approved by the principal. **The club sponsor must be present at all meetings. For further details and requirements, please see the school's website.**

|                |                               |              |
|----------------|-------------------------------|--------------|
| Athletics      | Honor Choir                   | Peer Helpers |
| Cheerleaders   | Math Team                     | Dance Team   |
| Choir          | Robotics                      |              |
| FBLA           | Junior National Honor Society |              |
| FCA            | Scholar's Bowl                |              |
| FCCLA          | Science Club                  |              |
| First Priority | Student Council               |              |
| Honor Band     | Young Authors                 |              |

### **WHOM TO SEE AT CAMS:**

|                      |   |
|----------------------|---|
| PRINCIPAL:           | School Policies   |
| ASSISTANT PRINCIPAL: | Dress code, discipline, transportation  |
| COUNSELORS:          | Counseling, student schedules, academic concerns, problems with peers and home situations, schedule teacher conferences           |
| REGISTRAR:           | Enrollment, withdrawals, blue<br>Immunization forms and records, attendance concerns  |
| SCHOOL SECRETARY:    | Schedule parent-teacher conferences, turn in excuses, check in/out students and receive general information                       |
| BOOKKEEPER:          | School finances.  |
| NURSE:               | Health problems and medication procedures   |
| TEACHERS:            | <b>Your child's teacher should be the first line of communication regarding academic or other situations in a specific class.</b> |

**GRADING PERIODS**

| <b>Period Ends .....</b> | <b># Days.....</b> | <b>Grades Sent Home</b> |
|--------------------------|--------------------|-------------------------|
| 1st Period Oct 5.....    | 42 .....           | Oct 12                  |
| 2nd Period Dec 15.....   | 43.....            | Jan 8                   |
| 3rd Period Mar 8.....    | 44.....            | Mar 15                  |
| 4th Period May 24 .....  | 49 .....           | May 25                  |

**SHELBY COUNTY SCHOOLS**

*2017 – 2018 School Calendar*

- Jul 4 .....Independence Day Holiday (Schools & Offices Closed)
- Aug 3.....Local Professional Dev.
- Aug 4..... System Prof. Dev.
- Aug 7..... Teacher Workday
- Aug 8..... 1st Semester Begins
- Sep 4 ..... Labor Day (Schools & Offices Closed)
- Oct 6..... ½ Teacher Work Day ½ Prof Dev (No Students)
- Oct 9 .....Data Assessment/Instructional Planning (No Students)
- Nov 10..... Veterans Day (Schools & Offices Closed)
- Nov 20-24.....Fall/Thanksgiving Break (Schools & Offices Closed)
- Dec 15.....1st Semester Ends
- Dec 18-Jan 1 ..... Christmas Holidays (Schools & Offices Closed)
- Jan 2.....Teacher Workday, No Students
- Jan 3.....2nd Semester Begins
- Jan 15..... M.L. King, Jr. Birthday (Schools & Offices Closed)
- Feb 16 .....Data Assessment/Instructional Planning (No students)
- Feb 19 .....Presidents Day (Schools Closed/ Possible weather day)
- Mar 9.....Teacher Workday (No Students)
- Mar 26-30.....Spring Break
- May 21-24..... High School Graduations
- May 24 ..... 2nd Semester Ends
- May 25 ..... Teacher Workday

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL**

**SHELBY COUNTY SCHOOLS  
Acknowledgment Concerning Use of Student Lockers**

I acknowledge and understand that:

1. Student lockers are the property of the Shelby County School System.
2. Student lockers remain at all times under the control of the Shelby County School System.
3. Students are expected to assume full responsibility for their school locker.
4. Students are not permitted to use private locks on school lockers.
5. The Shelby County School System retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

**SHELBY COUNTY SCHOOLS  
PARENT AND STUDENT  
ACKNOWLEDGMENT FORM  
CODE OF CONDUCT AND ATTENDANCE**

Alabama law mandates that every child between the ages of six and 17 years shall be required to attend school and that every parent, guardian, or other person having control or charge of any child required to attend school shall explain the cause of any absence of child under his control or charge. This law has been amended to also state that each child who is enrolled in a public school shall be subject to the attendance and truancy laws of the State of Alabama. My signature below indicates that I have reviewed all of the information set forth in the **Code of Conduct and Attendance**. My signature also indicates acknowledgment of my responsibility as a parent **to abide by the guidelines and requests set forth in this booklet.**

**CaMS Student Handbook**

My signature below indicates that I have read and reviewed all the policies and procedures in the Calera Middle School Student Handbook, including attendance policies, dress code, discipline, and Every Assignment Every Time (EAET) policy.

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Print Student's Name

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Parent/Guardian Signature Date

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Student Signature Date

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Grade