

# Calera Middle School

2019-2020

Student Name: \_\_\_\_\_ Grade: 6 / 7 / 8  
Student Email: \_\_\_\_\_ @shelbyed.org

## Bell Schedule

<u>Period</u>	<u>Time</u>	<u>Class</u>	<u>Teacher/Room #</u>
1			
2			
3			
4			
5			
6			
7			

### **School Personnel Contact Info**

Calera Middle School Front Office – 205-682-6140  
Desaree Jackson, Principal- [djackson@shelbyed.org](mailto:djackson@shelbyed.org)  
Dustin Smith, Assistant Principal- [d6smith@shelbyed.org](mailto:d6smith@shelbyed.org)  
Raquel Stevenson, Administrative Assistant- [rstevenson@shelbyed.org](mailto:rstevenson@shelbyed.org)  
Lindsey Barnett, Counselor- [lbarnett@shelbyed.org](mailto:lbarnett@shelbyed.org)  
Doug Cound, Counselor- [jcound@shelbyed.org](mailto:jcound@shelbyed.org)  
Wendy Williford, Counselor - [wwilliford@shelbyed.org](mailto:wwilliford@shelbyed.org)  
Jamie Screws, Registrar- [jscrews@shelbyed.org](mailto:jscrews@shelbyed.org)  
Kelley Pace, Bookkeeper- [kpace@shelbyed.org](mailto:kpace@shelbyed.org)  
Misty Williams, Nurse- [m3williams@shelbyed.org](mailto:m3williams@shelbyed.org)  
School Remind 101- Text @camskids to 81010

## 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. This handbook supplements the Shelby County Schools' Student Code of Conduct with the rules and regulations that make it possible for all of us to live and learn together here at Calera Middle School. CaMS will be whatever you make of it. Take pride in your school, your work, and your community. Treat others and our building with respect. Become a part of CaMS by becoming involved in school activities. Together we will continue our tradition of 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 is open at 7:15 a.m. & locked at 4 p.m.
  - There is no supervision for students who arrive on campus before 7:15 A.M.
  - Supervised student drop-off is from 7:15 A.M. until 7:40 A.M. each morning. Parents should be vigilant as their students exit their cars before this time.
  - All students report to the gym prior to 7:40 a.m.
  - Students who are car riders must be picked up by 3:20 P.M. Supervision is not provided after 3:20P.M.

**Note: The instructional day begins at 7:50 A.M. Students arriving to school at 8:00 A.M. or later must be signed in by their parent in the parent office. A written note will not be accepted. This rule is for the safety and supervision of all students.**

## 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. INow information will be sent home at the beginning of the school year. Additionally, INow information is sent home upon request.

## **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. **Absences beyond 10 (excluding 2x and 3x absences) must be documented with a doctor's or court excuse or permission of the principal.** Parent-written notes will not excuse time missed from school after any combination of absences coded 1X, 4X, 6X, or 7X has exceeded 10 or more. Once a student has accumulated 10 or more absences (coded 1X, 4X, 6X, and 7X), a doctor's excuse will be required to explain any future absences through the end of the school year.

## **EXCUSES**

- All excuses should be turned into the receptacles located around the school or to the office.
- All notes must be received within 3 days of the student returning to school in order for the absence to be considered excused.
- All notes turned in after the 3 day time limit will be considered unexcused.
- 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 2019-2020 Shelby County Code of Conduct and Attendance for further clarification.***

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

Students arriving to school after 7:50 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 checkouts will be allowed after 2:45 p.m.

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

## **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 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.

**FIELD TRIPS**

Grades, behavior, and attendance will be considered when approving students to attend athletic events, field trips, and other extracurricular activities. **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.

**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**).

**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.

**Common Consequences**

<p><b><u>AFTER-SCHOOL DETENTION</u></b>          After-school detention (ASD) is used as a consequence when students choose not to follow school and/or classroom rules. ASD hours are from 3:15 P.M. until 5:15 P.M. and are usually scheduled on Tuesdays.</p>	<p><b><u>IN-SCHOOL SUSPENSION</u></b>          In-school suspension (ISS) is used as a consequence when students choose not to follow school and/or classroom rules. ISS can also be assigned as an academic intervention. Students can be assigned ISS for a number of periods or for one or more days depending on the action and their discipline history.</p>
<p><b><u>OUT OF SCHOOL SUSPENSION</u></b>          Out of School suspension is used as a consequence for serious offenses and also when students consistently choose not follow school and/or classroom rules. OSS can be assigned for up to 10 days.</p>	

**ELECTRONIC DEVICE POLICY**

The visible or audible possession and/or use of personal electronic communication devices, including but not limited to: cellular telephones, iPods, walkie-talkies, etc., is prohibited at any time during the instructional day for all students. These items should be off and put in their locker during the school day.

### **Electronic Device Consequences**

- **1st offense:** Warning
- **2nd offense:** Detention
- **3rd offense:** In-school Suspension
- **4th offense:** Multiple days of In-school Suspension
- **5th offense:** Out of School Suspension/Student banned from bringing cell phone on campus

*\*For each offense, the cell phone will be confiscated and returned to the student at the conclusion of the school day. All cellphones can be picked up from the secretary at 3:00p.m.*

### **TARDIES**

**TARDIES** are monitored by semester. Students arriving to 1<sup>st</sup> period class after 7:50 A.M. will be considered **tardy to school**. **Tardies to class** are monitored by the teachers daily. A student is **tardy to class** if they arrive in the classroom after the tardy bell. More than **3 tardies to school** or **5 tardies to class** in a week will result in disciplinary action. Tardies are counted from Friday -Thursday.

- **1st Infraction**= After School Detention
- **2nd Offense**= After School Detention
- **3rd Offense**= In School Detention/Early Warning Referral
- **4th Offense**=2 days of In School Detention
- **5th Offense**= 1 day of Out of School Detention

### **DRESS CODE**

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

- **First offense** – Warning, parent called to bring change of clothing\*
- **Second offense** – After school detention
- **Third offense** – In school Suspension
- **Fourth offense**- May result in an out-of-school suspension
- **Subsequent violations** – Out-of-school suspensions

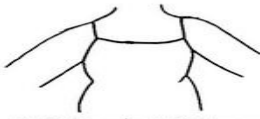
*\*If parents are not able to provide appropriate clothing, the student will remain in ISD for the remainder of the day.*

### **Additional Notes about Dress Code**

- **Students are not allowed to wear clothing that has holes or rips, above the knee.**
- Students may not wear studded belts, studded necklaces or bracelets, or chains.
- No bandanas 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.

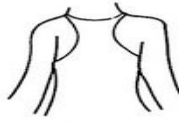
# DRESS CODE DON'TS



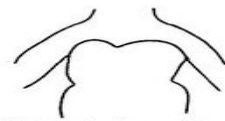
NO Spaghetti Strap Tops/Dresses



NO Backless Tops/Dresses



NO Racerback Tops/Dresses



NO Tube/Strapless Tops/Dresses



NO Halter Tops/Dresses



NO Transparent/See Through/Sheer Tops/Dresses



NO Midriffs or Bare Stomachs Showing



NO Low-Cut Tops Max 3"- 4" Below Collarbone



NO Undergarments Showing. Tank Tops must be 2"+ wide



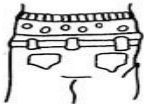
NO Short Shorts 2" Inseam Minimum



NO Curved Up Shorts



NO See Through/Sheer Leggings/Yoga Pants



NO Undergarments Showing. No Sagging Pants or Shorts



NO Tank Tops with Armholes Larger than 1 1/2" Inappropriate Images



NO Garments Displaying



NO Sleepwear

## Classroom Discipline

Classroom discipline is tracked according to the current Shelby County Board of Education Code of Conduct.

### Progression for Class I Violations

- 1st infraction- ASD
- 2nd Infraction - ASD
- 3rd Infraction- ISD
- 4th Infraction- 2 Days of ISD
- 5th Infraction- OSS

### Progression for Class II Violations

- 1st infraction- ASD
- 2nd Infraction - ISD
- 3rd Infraction- ISD 2 days
- 4th Infraction- OSS

## 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 8:00 am. 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 ensure 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.

## **MISCELLANEOUS INFORMATION**

### **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 the 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. 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.

### **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.

### **SCHOOL FINANCES**

Calera Middle School gladly accepts cash and **money orders**. Any 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 reserves the right to not accept a check, if there is a previous or continuous problem with returned checks or individual has 2 or more/\$50 or more in returned checks for which restitution has not been made.

*Please check the Calera Middle School website for updates and other important dates as the year progresses.*