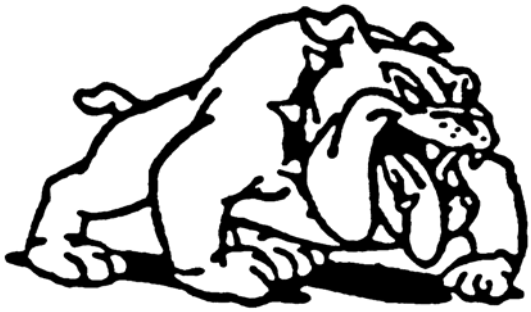
Montevallo Middle School
2016-2017

Home of the Big, Bad Bulldogs



235 Samford Street
Montevallo, Alabama 35115
Telephone: (205) 682-6410
www.shelbyed.k12.al.us/schools/mms

Shelia Lewis
Principal

This Student Planner belongs to:

Name_____

Phone_____

Address_____

Grade_____

Homeroom _____

WELCOME
Welcome to Montevallo Middle School. Home of the Big…Bad…Bulldogs! You are now a member of the student body at one of the finest schools in the state. We are glad you are here and invite you to participate in our academic, athletic, and activity programs. We hope you will take pride in BULLDOG TRADITIONS of scholastic excellence and school spirit.

MISSION STATEMENT
The Mission of Montevallo Middle School is to offer a challenging curriculum that encourages students to reach their full potential and become independent, lifelong learners.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. **COURTESY** - toward teachers, school staff, and fellow students
2. **PRIDE** - in everything our school endeavors to accomplish and has accomplished in the past
3. **SPORTSMANSHIP** - the ability to win and lose gracefully

School Spirit means loyalty to all functions of the school. A loyal student supports his/her school and does everything possible to keep his/her scholastic and activity standards at the highest possible level. A loyal student takes pride in the building and does everything possible to keep the facilities clean.

ASSEMBLIES
Assemblies are held throughout the year for informational and learning purposes. Students should be courteous and attentive. Dismissal should be orderly. Pep rallies are also held occasionally to promote school pride.

ATTENDANCE
Students deserve every opportunity for academic success. Prompt, regular, daily attendance not only teaches life supporting skills but also increases the likelihood of school being a positive experience. It is the legal responsibility of the parent/guardian to see that his/her child is in school regularly. When a student cannot be in school, the parent/guardian should call the school, **682-6410**, by 9:00 a.m. on the day of the absence. When a student is absent from school, he/she must bring a note stating the cause of absence before the student will be allowed to make up work.

Frequent absences of students from their classes disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even by make-up work. Therefore, students who miss frequently will be recommended for the Early Warning Program (see County Code of Conduct).

NOTE: It is highly recommended that family trips are scheduled during the break.

ATTENDANCE REGULATIONS

1. **Compulsory enrollment and attendance are mandated by Alabama Law. Students must be in school at least 155 days of the school year.**
2. **An excused absence is one that does not count toward the total number allowed by the attendance program. The only excused absence are: personal illness documented by physician's statement, court documented appearances, and emergencies approved by the principal or the Superintendent. All work can be made up.**
3. **An unexcused absence is one that counts toward the total number allowed by the attendance program. Failure to the parent/guardian to send an excuse may result in the student's not being able to make up work.**
4. **Absences from school because of suspension are unexcused. Students will not be allowed to make up work.**
5. **Any student enrolled in grades 1-8 who accumulates more than 16 unexcused absences during the year is subject to being retained in the same grade. Partial day absences will be cumulative in computing this total.**

AWARDS DAY
Awards Day is held each year in May. Students are recognized for outstanding service and achievement. This assembly also honors local merchants, parent volunteers, and community members who have supported MMS throughout the year.

BUILDING AND GROUNDS
Take pride in your school and surrounding campus by keeping it clean and free from unsightly trash and/or debris. We can all make a difference by doing our fair share.

CAFETERIA
Participation of students in both the lunch and breakfast programs is encouraged. Students' behavior in the cafeteria should be based on courtesy and cleanliness. Students should go through the food choice lines, pay for food, and remain in the cafeteria until the designated time is over. To be fair to others, breaking line, and sharing food are not allowed. No food or drink is to be taken from the cafeteria. Students should return their tray to the window. Students may not purchase tea or dessert unless they are eating a meal.

CELL PHONES
Cell phones are to be turned off and kept in the locker during the school day. First violation will result in the student being assigned ASD. Second violation will result in one day ISD. Subsequent violations will result in OSS or alternative school referral.

CHEATING
All students are expected to do their own work and to conduct themselves in an honorable manner. If a student is found to be guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and immediately notify the parent/guardian and office about the action taken. The parents/guardians shall be notified that a second offense will bring further consequences that could result in suspension from school.

CLUBS AND ORGANIZATIONS - Montevallo Middle School (MMS) offers several students clubs and organizations (e.g. Beta Club, National Honor Society, Student Council, Leaders of Tomorrow, Ambassadors, and others). These clubs provide opportunities for students to have an active role in their schools, and to serve in leadership positions. Students are encouraged to participate in the clubs and organizations at MMS.

COMMUNICATION EFFORTS
1. Daily printed bulletin posted in each classroom
2. Intercom announcements made during morning homeroom
3. Posters around the school
4. Notice of special events sent home to parents
5. Notice of special events on the report card
6. Chamber Chatter
7. School Website
8. Marquee
9. Blackboard Connect
10. INOW Home
11. Blogs and Email list on server

COUNSELOR
The counselor strives to be available to students, parents, and teachers. The counselor spends most of her time meeting with individual students and small groups. The role of the counselor includes conferences and consultations with parent/guardians and teachers, educational information, referrals to social agencies, collaborates with businesses and community, student record keeping, and problem solving study skills.

DANCES
Dances are held periodically during the school year. Once the student enters the dance, he/she must stay until the dance is over, or a parent/guardian comes to the door to pick him/her up. 0ur dances are for MMS students only. If a student is absent or suspended from school he/she may not attend the dance.

DISCIPLINE
Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruption. Teachers are encouraged to make a personal call to parents/guardians or work through the principal if a student persists in inappropriate behavior. Parent conferences may be scheduled by the teacher or principal when warranted. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe, will the student be referred to the administrative team. When a student is brought to the office, the principal or assistant principal shall hear the student's explanation and consult further with other school personnel, if necessary, before determining the classification of violation or disciplinary measure. The **SHELBY COUNTY SCHOOL STUDENT CODE OF CONDUCT AND ATTENDANCE** guidelines will be followed when deciding the classification as well as the type of consequence. **STUDENTS WHO HAVE EXHIBITED INAPPROPRIATE BEHAVIOR MAY FORFEIT THE RIGHT TO GO ON SCHOOL TRIPS OR ATTEND EXTRA SCHOOL FUNCTIONS.**

DRESS CODE
Students are required to be neat, clean, and fully clothed at all times. Students will not be allowed to class(es) until proper attire is secured.
1. No hats, caps, hair curlers, picks, or sunglasses will be worn in school.
2. No obscene language, unacceptable graphics, or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.

3. Students are NOT allowed to wear any sign, symbol, logo, or garment which has become synonymous with any gang, cult, or unauthorized club or organizational activity.
4. No halters, backless dresses, midriff shirts, cut-off shirts, or spandex is allowed. Tight fitting and/or low cut outer garments will not be allowed.
5. No see through shirts or blouses may be worn. Muscle and tank shirts or tops cut accordingly are also prohibited.
6. **No pants with inappropriate holes or slits, including slits at the bottom of pants/jeans may be worn. Leggings must be worn underneath any holes. Leggings must be worn with tops that come mid thigh. Joggers are prohibited.**
7. Skirts, dresses, shorts, and culottes length will be determined by the Shelby County Code of Conduct.
8. Appropriate undergarments must be worn.
9. Sweatpants may only be worn during physical education classes or on specially designated days.
10. PE clothing may not be worn to class unless there is an emergency.
11. All garments must be hemmed, not rolled. Cut-off jeans or pants will not be allowed unless hemmed.
12. Shoes must be worn at all times.
13. Changes in dress styles will be determined appropriate by the principal or her designee.
14. **Belts** must be worn at the waist with pants, shorts and skirts that have belt loops. Pants, shorts and skirts without belt loops must be worn at the waist and fit properly. Pants worn too low, too long, too large or too loose are not permitted. Pajama style pants, snap always, and sweatpants are prohibited. Athletic type pants, shorts may only be worn during physical education classes. (Including but not limited to, wind suit pants and soccer shorts.)

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be conducted at regular intervals throughout the school year. Students should be sure they know the escape route from each of their classrooms. When the fire alarm or severe weather bell sounds, students should walk rapidly without running to the designated exit or sheltered area. There is absolutely no talking during the drills.

GUM CHEWING/EATING CANDY

Gum chewing and eating candy are both against school rules. Gum and candy appears on desks, walls, furniture and carpeting. The removal of gum and candy is time consuming and expensive. Gum = ASD.

HALLS

Students should be in the halls only at the beginning and closing of school and between classes. Students who are in the halls during class time must have a pass. While moving through the halls, students must walk at all times and speak in conversational tones.

Health Area

If a student becomes ill at school, he/she should obtain a **pass from his/her teacher to go to the Nurse s office.** If necessary, parent/guardian will be called to come and pick up the sick student. A school nurse is available.

HONOR ROLL

An honor roll will be posted at the end of each grading period. There will be an A Honor Roll for students having 90 or above in all subjects, and an A/B Honor Roll for students having an 80 or above in all subjects.

INSURANCE

An insurance plan for care of school injuries is available to all students at a very reasonable premium. The school does not insure any student, it simply makes a plan available.

LATE ARRIVAL/EARLY CHECKOUTS

Students who are picked up early or are late arriving to school must be signed in or out at the office by a parent/guardian listed on their registration card. The student and parent/guardian should report directly to the office before the student goes to his/her locker or class.

LOCKERS

Students may go to their lockers only during their assigned time. Students who fail to follow proper locker procedures may lose their locker privileges. Students are not allowed to share lockers.

BOOK BAGS

Students are not allowed to keep book bags in the classrooms. Students are to put book bags in their lockers when they leave the morning bus room (gym) and pick up bags at the end of the day (the last period students are permitted to go to their lockers). Book bags with wheels are not allowed.

MEDICATION

If it is necessary for a student to take any form of medication at school, a Medication Use Form signed by a parent/guardian must be obtained from the nurse. All medication, prescription as well as across the counter, will be kept in and dispensed through the nurse's office. Parents are encouraged to send only the medication needed for that day. The county's medication policy must be followed.

MAKE-UP WORK
When a student returns to school from an absence, he or she must ensure that they receive all make up work from their teachers. It is the student's responsibility to obtain missed assignments and submit those assignments in a timely manner.

OFFICE
Students and parents are welcome in the office when they have business to conduct. Only authorized personnel are allowed behind the counter.

PUPIL CONDUCT
All students at MMS are subject to adhere to the **SHELBY COUNTY STUDENT CODE OF CONDUCT** during the school day, while being transported on school buses, at school sponsored events, field trip, academic team events, and other activities where appropriate school personnel have jurisdiction over students. In order for the school to provide an environment in which learning can take place, it is essential that each student conduct himself/herself responsibly at all times. Therefore:

1. Conduct and language while on campus should be in keeping with classroom and school rules.
2. The same rules apply to riding the school bus. This is extremely important as misbehavior on the bus could result in problems that might endanger the lives of students on the bus.
3. Chewing gum and eating candy are both against school rules.
4. No iPods, CD players, toys, baseball cards, or games should be brought to school.
5. Trading/Gambling is not permitted.
6. Money and articles of value are best left at home.
7. Selling for outside organizations is not permitted at school.
8. The dress code is to be observed at all times.
9. Fighting by students is prohibited on school property or when under the supervision of the school.

STANDARDS OF PROMOTION/RETENTION
MIDDLE SCHOOLS
All promotion, retention, or placement of students in Shelby County Middle Schools will be determined on an individual basis.

1. To be promoted, middle school students must:
    a. Comply with the Shelby County Attendance Guidelines.
    b. Successfully complete course requirements in the core curriculum subjects of English, reading, mathematics, science, and social studies.
    c. Successfully complete summer school if they fail no more than two of the core curriculum subjects.

SCHOOL PICTURES
Generally during early fall and spring, students may have their pictures taken.

SCHOOL STORE
There is a supply store in the office to purchase school supplies.

SUSPENSIONS
Suspension is the temporary removal of an individual from school for violation of school policies, rules, or regulations, or for interfering with the orderly operation of the school. **Days absent from school because of suspension are unexcused, and students cannot make up work.** Students are encouraged to keep up with their assignments. During suspension, students are not to be on school property at any time during or after school. Students may not attend or participate in any after school activities.

TARDINESS
Tardy to class will be defined as: **Students must be in the classroom before the tardy bell rings. If a student enters late or must return to his/her locker for materials, he/she will be considered tardy.** Parents/Guardians will be notified when tardies become excessive.

TELEPHONE
The office phones are not for students' use, except in emergency cases which must be cleared by an authorized adult.

TEXTBOOKS
All basic textbooks are on loan to parents for their child's use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Parents will be required to pay for lost or damaged books.

TRANSPORTATION
Bus Students:
Students are to ride the bus to which they are assigned. Any change in transportation will require a note with phone number to enable the office to verify the change. While on the bus, students are under the supervision of the driver. Conduct which, in the driver's judgment, endangers other students or the safe operation of the bus will not be tolerated. The students' privileges of riding the bus continue as long as his/her conduct is acceptable.

If for any reason the bus is late arriving at school, the student should report to the office so that he/she will not be counted as absent. When a student arrives on a late bus, he/she is not counted as tardy. Missing the school bus and not attending or getting to school will result in an unexcused absence.

Car Riders and Walkers:
Car riders and walkers should not arrive before 7:30 a.m. All students should be dropped off in the morning in front of the GYM on Samford Street and picked up on Bowe Street at the north entrance in the afternoon. **Car riders and walkers who are late arriving must be checked in by parent/guardian.**

TRIP PERMISSION
A trip permission slip will be sent home for the parent's/guardian's signature. Any student who fails to return the permission slip will not be allowed to make the trip. All field trips are organized and supervised by MMS teachers. Students who have exhibited inappropriate behavior may forfeit the right to go on school trips.

VISITORS
All visitors must report to the office. Authorized visitors will be issued a visitor badge prior to visiting in the school.
Shelby County policy prohibits visits by students from other schools.

WITHDRAWAL FROM MMS
In order for all necessary records to be completed, the following procedures must be followed at least one day prior to withdrawal.

1. Parent/guardian may call the counselor or registrar the morning of withdrawal to help expedite the withdrawal.
2. A withdrawal form will be issued by the office to the student on his/her final day. This form will be taken to each teacher and returned to the office. Students are required to turn in all books to teachers and pay all fines before leaving. A parent or guardian is required to accompany the student upon withdrawal.

WHOM TO SEE AT MMS

PRINCIPAL:	Regarding all school policies, dress code, discipline and overall information
ASSISTANT PRINCIPAL:	Dress code, discipline, activity schedule, and report cards
COUNSELOR:	Student schedule, progress reports, grades, individual counseling, and support groups.
SCHOOL SECRETARY:	To arrange for conferences and general information
BOOKKEEPER:	School finances, assist secretary as needed
ATTENDANCE CLERK:	Attendance
NURSE:	Health Problems

GENERAL INFORMATION

School Address:	235 Samford Street, Montevallo, Alabama 35115
School Phone:	682-6410
Fax:	682-6415
Web page:	www.shelbyed.k12.al.us/schools/mms
Principal:	Shelia Lewis slewis@shelbyed.org
Assistant Principal:	Shellie Ritch sritch@shelbyed.org
Counselor:	Cheryl Fenn cfenn@shelbyed.org
Secretary/Receptionist:	Cheryl Snyder
Bookkeeper	Cindy Smith
Registrar:	Trina Carter
School Starts at:	7:46 a.m.
Students tardy at:	7:46 a.m.
School Ends at:	2:46 p.m.

Montevallo Middle School
Pyramid of Interventions

- Academic Monitoring

- Prepare for the School Day Class

- Before School/After School Tutoring
w/Success Contract

- Intervention Clubs via COTs in Action

- Problem Solving Team
PST

-System of Response: When Kids are Failing at MMS

- System of Response: When Kids are not Meeting Behavioral
Expectations at MMS

- System of Response: When Kids are not Completing Homework
Assignments at MMS

-IBAPs
Intensified - Behavior Assistant Program
Academic Assistance Program
Parent Assistance Program