

# Chelsea Middle School

**Mission Statement:** The mission of Chelsea Middle School is to provide developmentally appropriate programs which engage students with real-world applications in a positive school environment. By providing students with multiple opportunities to succeed, we ensure that students will grow socially, emotionally, and academically.

School Office – 682-7210

Music Department – 682-7217

Media Center – 682-7214

Athletics – 682-7272

Cafeteria – 682-7216

Counselors – 682-7211 and 682-7333

## School Opening and Closing

The school is open daily at 7:15 a.m. and is locked at 3:45 p.m. unless there are after school activities. Students are not allowed in the building nor should they be dropped off before 7:15 a.m. The Shelby County Board of Education and Chelsea Middle School are not responsible for students prior to 7:15 nor after 3:45 unless they are under the supervision of a coach, teacher, or sponsor. Upon arrival to school, all students are to report to their first period classroom. Students are not allowed in other areas of the building or campus prior to the bell dismissing students to their second period class.

## Tardy Bell

The tardy bell rings at 7:45. Students arriving at school at or after 7:45 a.m. must be signed in by their parent in the main office. **Students should be in their first period class at 7:45.** Shelby County Code of Conduct defines three or more incidents of reporting late to school, class, or assigned area during a calendar month as EXCESSIVE TARDINESS and appropriate consequences will be assigned. Since bus transportation is provided for students, car problems and traffic congestion are not counted as emergencies or excuses for being tardy.

## **Emergency School Closings**

When inclement weather occurs, Central Office will decide if schools will be closed. Decisions will be announced as soon as possible. Students will be transported by normal means unless otherwise specified. Parents should listen to the local news for announcements of school closings in case of inclement weather. Parents should also check their e-mail and the Shelby County website for the announcement of schools closing early. Custodial Parents are automatically signed up for **Blackboard Connect** and will receive timely notifications by phone, e-mail, and text message.

## **Attendance**

Parents are requested to call the school office before 8:00 a.m. when their student must be absent from school. The Code of Conduct requires a written note from the parent, guardian, or physician to be delivered to the school office within three days of the absence. A student will not be allowed to make-up missed assignments without an excused absence. It is the student/parent's responsibility to request work from the teachers of classes missed during the absence. The school will not accept an excuse after three school days of the absence. Excessive absences will be reported to the Shelby County Attendance Officer and may result in a referral to Early Warning in addition to failure to be promoted to the next grade level. State law mandates attendance at school. Success in school is closely linked with participation in class, completing assigned work on a regular basis, and taking advantage of teacher explanations, classmates' ideas, and other class activities that cannot be duplicated when a student is absent. Attendance letters are mailed to parents after the 2<sup>nd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> unexcused absence. A physician's excuse, court excuse, or permission from the principal must be provided for a student with more than twelve absences.

## **Dismissal from School**

Students must be checked out only by a parent/guardian or persons authorized by the parent/guardian as indicated on the annual enrollment form. Individuals are required to present a photo ID at the time of check-out before a student can be released. If there are special instructions related to the check-out of a student, the parent/guardian should provide that information to the registrar at the time of enrollment and discuss with the

student's counselor. A student checking out before 11:30 or checked in after 11:30 will be counted absent for the whole day.

### **Absences – Planned**

Students who are aware of upcoming absences are required to notify the administration in writing before the absence using a prearranged absence form based on the requirements of Shelby County Schools. A parent's notification to the school does not automatically excuse the absence. Parents have the responsibility to discourage their child from absences related to family trips and/or vacations during the school year and appointments that could be better scheduled so as to not interfere with the school day.

### **Withdrawal**

A parent/guardian should come to school and meet with the Registrar before the student withdraws in order to complete all necessary paperwork. The morning of the last day of attendance, the student should pick up the withdrawal form from the Registrar.

### **School Safety**

For the safety of our students and staff, all visitors must go to the office upon arrival, sign in, state the reason for the visit, and get a visitor's pass. Anyone in the building without a visitor's pass will be redirected to the office. For safety, supervision, and liability issues, students are not allowed to be on campus after school hours unless they are being supervised by a teacher, coach, or sponsor for extra-curricular school-related activities. Students on campus after school hours participating in unauthorized activities will be reported to the Shelby County Sheriff's office. Students will be subject to trespassing charges for repeated offenses.

### **Dress Code**

ChMS students are expected to be clean, neat, and dressed appropriately to promote an atmosphere of learning. Chelsea Middle School follows the Shelby County Code of Conduct Dress Code. Students who come to school out of dress code will be placed in In School Detention until proper clothing is brought to school for them to change into in

order to attend class. Please refer to the Dress Code Policy in the Shelby County Code of Conduct for more specific information.

## **Transportation**

**Buses** – Bus Service is available and encouraged for ChMS students to help reduce traffic issues. Students must ride the bus to which they are assigned. If it is necessary to make a change in transportation for a day, the parent/guardian must send a note explaining the need for the change that morning to the main office. The school bus is an extension of the classroom and all SCBOE rules apply. In order for a student to ride the bus, he/she must follow the rules as stated in the Shelby County Code of Conduct. Failure to do so may prohibit the student from taking advantage of this opportunity. Bus drivers will report a student who is noncompliant with bus rules to an administrator and appropriate actions will be taken including suspension from the bus.

**Car Riders** – Students who are transported by cars should not be dropped off prior to 7:15 a.m. These students should be dropped off in the main car rider line at the side of the sixth grade building or the auxiliary car line beside the football field and then report directly to their advisory class.

Students who are car riders should be picked up in the car rider line at the 3:00 p.m. dismissal at the side of the sixth grade building or in the auxiliary car rider line. Students should stand on the covered pad, face the front, watch for their cars, and observe safety rules. No horseplay will be tolerated. Consequences will be assigned to students with inappropriate behavior while waiting to be picked up by their parents. Students should be picked up before 3:20 p.m. Students should only use cell phones for communication with their parents regarding pick up if necessary when waiting in the car rider area.

**Walkers** – Students walking home from school must use the designated CROSSWALK that is supervised by our School Resource Office in the front of the school. All walkers should exit the building through the front of the school.

**Food Services** – Breakfast and lunch are served each school day in the cafeteria with multiple serving lines and an “a la carte” menu. Each student has an individual account that can be used to deposit monies for meal expenses. A student may pick-up a reminder notice from the cashier station when this account is in need of more funds, but it is the responsibility of the student and parents to monitor and manage this account. Parents should maintain sufficient funds in the lunch account. An account cannot maintain a negative balance. Additional information is provided at [www.myschoolbucks.com](http://www.myschoolbucks.com), an online payment system.

**Health Services** – All accidents or injuries should be reported to the supervising teacher and referred to the school nurse. A student who is ill may obtain a pass from a teacher to see the school nurse and/or call a parent. The Shelby County medication policy allows non-prescription drugs to be maintained with a parent's authorization for two weeks. Any prescription drug must be accompanied with the appropriate form completed by the physician. All medicines must be in the original unopened and unexpired containers and be age appropriate. Any student who becomes ill at school should get a pass from a teacher to visit the nurse. The parent will be contacted if needed. If a student has a fever, is throwing up, or has any serious concern, a parent will be notified by the nurse to come and pick up the student. If a serious accident or injury occurs, emergency services will be contacted and the parents will be informed of the child's status.

**PowerSchool** – The PowerSchool home portal is provided to all parents free of charge. Attendance is entered and maintained daily. However, teachers are only required to update their grade book information weekly. All data that has been entered on any school day will be uploaded that night to the site. Please remember that as with all Internet sites, there are times that servers are not available.

**Lost and Found** – The school cannot assume responsibility for the loss of personal items. All items should be clearly marked with the student's name in permanent ink. The office can attempt to return items that are labeled. However, students should check their classes and the main office for lost items.

### **Early Warning Program**

The Early Warning Program is a school/community based program to assist school personnel, parents, and law enforcement personnel in providing early intervention for children and youth who are truant, in danger of becoming truant, or have conduct infractions. The administration will use the Early Warning Program throughout the year to address these at-risk students who are truant or have problem behavior. The Early Warning Code of Alabama 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 convictions, shall be fined not more than \$100, and may also be sentenced to hard labor for not more than 90 days.

## **Discipline**

Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruptions. When the action taken by the teacher is ineffective or the disruption is sufficiently severe the student will be referred to an administrator.

## **Detention**

After school detention (ASD) is used as a form of intervention when students do not follow school and/or classroom rules. After School Detentions are scheduled to be served from 3:00 – 4:00 p.m. on Tuesdays. Students are required to be on time and to bring paper and pen/pencil to complete a writing assignment. Failure to attend a scheduled After School Detention results in assignment to In School Detention. Administrators do not remove teacher-assigned detentions. If there is a disagreement with a teacher over a detention, the student needs to write a letter to the teacher to request a review of the detention. Students will need to be picked up in front of the school at 4:00 p.m. Attendance is mandatory.

## **In School Detention**

In School Detention (ISD) is used as a form of intervention when students do not follow school and/or classroom rules. Students can be assigned ISS for a number of periods or for one or more days depending on the action and their discipline history. ISD is offered Monday through Friday from 7:45 – 3:00. Students must report to the ISD room by 7:45 a.m. Students must follow the rules and procedures in the ISS classroom:

- Be in dress code.
- Work quietly. No talking.
- Follow directions the first time they are given.
- Stay in assigned seat. Face forward; sit upright; keep hands, feet, and objects to yourself.
- Raise your hand if help is needed
- Stay on task and complete all assignments.
- Students will have two restroom breaks – one in the morning and one in the afternoon.
- Students will eat lunch in their assigned seat in the ISD classroom.

## **Bookbags/Lockers**

Students may bring bookbags to school but are expected to assume full responsibility for them. All students, 6-8 grades, may keep their backpacks with them throughout the school day. No rolling backpacks may be brought to school. Seventh and eighth grade students are issued lockers at the beginning of the school year. The locker rental fee is \$15. Students may not change lockers without approval from the Principal. Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without student consent, and without a search warrant. Combinations should not be shared with other students.

## **Textbooks**

Textbooks are furnished by the State and issued at the beginning of the year to each student. The parent or legal guardian of a student to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of these books.

## **Media Center**

The Media Center is open daily from 7:20 a.m.– 3:15 p.m. Students may visit the media center with a pass from a teacher to check out books, study, and complete research. All books, with the exception of certain reference and reserve books, may be checked out. Lost books cost \$20.00 to replace. A fine will be charged for each day for an overdue book. Each student is responsible for the careful use and prompt return of library materials. Students cannot have grades released if the library account is not cleared. Visit the ChMS Media Center blog for more information.

## **Communication/Phone Use/Messages/Deliveries**

Students will be given a message only in an emergency situation. No deliveries to students will be accepted at school. Students will not be notified until the end of a period in order to not interrupt instruction. Every time a forgotten item is delivered to a classroom, instructional time is interrupted. Students may use the office phone for EMERGENCY USE ONLY. They may not call home for forgotten items.

## **Cell Phones**

The SCBOE respects parent wishes for their child to bring a cell phone to school. The phone must be stored properly and cannot be audible on school property. The school is not responsible for attempting to recover lost or stolen cell phones. When a student is found to be using his/her cell phone without permission or during designated times on school property, the phone will be taken from the student and given to a school administrator.

- First incident: Student/Principal conference and parental notification.
- Second incident: Student Detention and parents must retrieve the device from the main office.
- Third incident: In School Detention and parents must retrieve the device from the main office.

If the student is involved in a situation where the phone has been misused as stated in Shelby County Code of Conduct, the appropriate consequences will result. Cell phones should not be used in the car rider line due to safety concerns. Discipline consequences will be given for defiant behavior.

## **Grading – Categorical**

Gold Grades – 60% - Minimum= 3

Silver Grades – 30% - Minimum = 6

Bronze Grades – 10% - Minimum = 10

## **Nuisance Items**

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned into the main office for parents to retrieve. A parent must pick up a nuisance item by the last day of school or it will be discarded. Nuisance items may include but are not limited to cell phones, laser pointers, radios, cassette/CD players, MP3 players, Game-Boys, hand-held televisions, i-Pods, other electronic devices, cards, playing cards, candy, gum, posters, and toys. Students bring these items to school at their own risk. The school is not responsible for attempting to recover these



items should they be lost or stolen while at school, at school functions, or on the bus.

### **Parent Conferences**

Parent conferences are a means of communication between parents, teachers, and students. If you have a problem concerning your child's progress in a class, please email the student's teacher to discuss the concern or to schedule a conference. If you have a concern about your child's behavior or other issue, please contact the school to schedule a conference or time to discuss it.

### **Buying and Selling**

Students are not allowed to buy or sell items of any kind at school or on a school bus.

### **Gum/Candy**

Chewing gum is not allowed. Students who chew gum or eat candy without a teacher's permission will be assigned detention. If a teacher gives candy as a reward, that candy must be eaten within that teacher's classroom.

### **Academic Dishonesty/Cheating**

Giving or receiving information without a teacher's permission is cheating. Taking credit for work that is not your own is cheating. Talking to another student during a test is also considered cheating. A grade of zero may be given and appropriate disciplinary action may be taken.

### **Safe School Help Line**

Students with information about other students in need or the presence of weapons, drugs, etc. on school property are urged to notify teachers, counselors, or administration either in writing or verbally. The Governor of Alabama has created a 24-hour telephone line for such reporting that can be done anonymously and confidentially. That number is 1-888-728-5437.

### **Extra-Curricular Activities**

Participation in clubs and organizations provides excellent opportunities for students to broaden their experiences and to meet other students and teachers. There are many organizations to meet the needs of all students. Some of the many groups available at Chelsea Middle School are:

**Athletics:** Football, Basketball, Track and Field, Volleyball, Softball, Cheerleading,

Majorettes, Golf, Baseball, and Dance Team

**Performing Arts:** Band, Chorus, Broadcasting

**Academic :** Math Team, Scholars' Bowl, Battle of the Books, JUNA

**Special Interest:** First Priority, Fellowship of Christian Athletes, Future Business Leaders of America, Student Government, and Peer Helpers.