

**THIS STUDENT PLANNER BELONGS TO:**

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

**CLASS SCHEDULE & LOCKER #**



WILDCATS

**COLUMBIANA MIDDLE SCHOOL  
2022-2023**

222 Joinertown Road  
Columbiana, Alabama 35051  
Telephone: (205) 682-6610 Fax: (205) 682-6615

**VISION:** To be the model for excellence in education**MISSION:**

<b>C</b> ollaboration	Work together with students, teachers, parents, and community stakeholders to improve academic achievement and leadership throughout the school.
<b>A</b> ccountability	Develop a system of accountability within the school and among the school to create shared responsibility for student success.
<b>T</b> enacity	Approach all challenges with determination, grit, and the resolve to succeed despite any circumstances.
<b>S</b> tewardship	Manage and maximize all resources to serve one another and the community.

**SCHOOL EXPECTATIONS:** Columbiana Middle School students have the POWER to achieve excellence. Wildcats have POWER.

 WILDCATS	<b>P</b> PRIDE	<b>O</b> OWNERSHIP	<b>W</b> WORK TOGETHER	<b>E</b> EMPATHY	<b>R</b> RESPONSIBILITY
<b>CLASSROOM</b>	*Continue to try when it is hard *Complete work neatly *Maintain work space	*Be in charge of your own learning and help support the learning of others *Turn work in on time	*Work cooperatively and encourage others *Pull your weight	*Accept the differences of others *Stand up for others	*Have all of your materials and ready to learn *Report to class on time
<b>CAFETERIA</b>	*Clean up the table and area when finished *Use manners	*Properly and quietly go through the lunch line	*Share your table with all classmates	*Speak softly and kindly with those around you	*Be aware of those around you when you walk
<b>LIBRARY</b>	*Clean up the table and area when finished *Sit appropriately in chairs	*Stand in checkout line quietly *Keep shelf straight and neat while selecting a book	*Be willing to work with whoever is at your table	*Respect others' book selections and book levels	*Return books on time *Treat books, computers and equipment with respect *Respect personal space
<b>HALLWAY</b>	*Keep the hallways clean	*Hands feet and objects to yourself	*Transition quietly to allow others to learn	*Share a smile with those you pass *Help someone in need of help	*Always walk *Face forward and use walking feet on the right side of the halls
<b>GYM</b>	*Good sportsmanship *Respect equipment *Be a class leader	*Make good choices *Keep the gym/ locker rooms clean *Keep your hands to yourself *Actively participate	*Use teamwork in activities Include others in activities *Share equipment *Solve problems peacefully	*Use kind words towards classmates and coaches *Be inclusive *Encourage positive behaviors	*Follow class rules *Follow whistle commands *Use and store equipment appropriately
<b>RESTROOM</b>	*Throw all trash in the trash can *Exit promptly when asked	*Use equipment properly and only use what you need	*Encourage others to do what is right *Maintain number limits	*Respect personal space by giving privacy	*Return to class promptly *Report issues to an adult
<b>TRANSPORTATION</b>	*Listen to the adults *Stand/sit in assigned area	*Follow the bus rules/car rider pick up rules	*Encourage others to do what's right	*Be an ally and treat others with kindness	*Keep hands, feet and belongings to yourself
<b>SPECIAL EVENTS</b>	*Be willing to learn something new *Respect other participants	*Control your body and voice *Follow directives	*Remain seated so everyone can see	*Look and listen to the speaker	*Be proactive - be in charge of your actions

## **PBIS Rewards**

Positive Behavioral Intervention Supports (**PBIS**) is a digital school-wide program that recognizes and rewards positive student behavior. Students are awarded points by staff members for meeting the **POWER** school expectations. Students may use earned points to purchase items from the school store and may earn access to special events based on their amount of points earned. The PBIS Rewards<sup>®</sup> app allows parents to monitor their students' behavior in real-time while providing another form of communication with teachers.

## **ACADEMIC HONESTY**

Academic honesty means completing one's own work on which one is to be evaluated. Students should avoid academic dishonesty in all its forms, including but not limited to cheating, plagiarism, fabrication or falsification, and other academic misconduct.

- **CHEATING:** A form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained.
- **PLAGIARISM:** A form of dishonesty where a student deliberately or non-deliberately represents the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.
- **FABRICATION/FALSIFICATION:** A form of dishonesty where a student invents or distorts the origin or content of information used as authority.
- **OTHER ACADEMIC MISCONDUCT:** Any academically dishonest, deceitful, or inappropriate act which is intentionally committed.

## **SCHOOL OPENING AND CLOSING**

The school building opens each day at **7:15 a.m.** and is locked at **4:00 p.m.** Due to lack of supervision, students are not allowed in the building prior to **7:15 a.m.**

***NOTE: Students arriving to school at 8:00 am or later must be signed in by their parent /guardian. A written note will not be accepted.***

## **TRANSPORTATION**

### **Car Riders:**

Car riders load and unload at the front of the building and enter at the main front door. Students arriving at 8:00 a.m. or later must be checked in by parent or guardian. **Students are not allowed to walk off campus to be picked up as a car rider. Students may not leave campus walking unless they are listed as a walker.** Students should not be dropped off before 7:15 a.m. and should be picked up by 3:15 p.m.

### **Bus Riders:**

Bus service is available for all students. Some buses run a double route. The routes are not interchangeable and students must ride the bus they are assigned. All changes in transportation require a dated and signed note (with phone number) to be given to office staff the morning of the change to enable the office staff to verify the change. **We do not allow phone calls, emails, or faxes to change a student's transportation method.** If a student is riding the bus home with another student, a dated and signed note of request from both students' parents must be received in the office the morning of the request. All transportation notes will be signed by an administrator/designee and returned to the student. While on the bus, students are under the supervision of the driver. Conduct that endangers other students or the safe operation of the bus will not be tolerated.

## **BUS DISCIPLINE AND CONSEQUENCES**

The purpose of a school bus is to transport students safely to and from school. The school bus is considered 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.

## **BUS RULES**

### **STUDENT'S CONDUCT**

#### **1. Prior to loading (at your morning bus stop and at school)**

- A. Arrive at the bus stop three to five minutes before the bus is scheduled to arrive. The bus cannot wait for late students.
- B. Stay off the road at all times while waiting for the bus. Do not run or horseplay at your bus stop.
- C. Be careful when approaching the bus stop.
- D. Do not move toward the bus until the bus has come to a complete stop and the driver signals that it is safe to walk toward the bus.

#### **2. While on the bus**

- A. Keep head and hands (entire body) inside the bus at all times.
- B. Assist in keeping the bus clean. There should be no eating or drinking on the bus.
- C. Students may talk quietly. Remember that loud talking, laughing or unnecessary confusion could divert the driver's attention and may result in a serious accident.
- D. Leave books, packages, coats, band instruments or other belongings out of aisles and driver's compartment.
- E. Do not bring glass items, balloons, flowers in a glass or breakable vase, or any large class project that could obstruct the driver's view

inside or outside the bus.

- F. Radios, players, iPods, speakers and/or other electronic devices are not permitted at school, therefore, do not bring them onto the school bus. Cell phone usage is not permitted.
- G. Never tamper with the bus, the emergency door, emergency window exits, or any other equipment.
- H. Students should remain in their seats, facing the front of the bus with both shoulders to the back of the seat. (This provides maximum safety in case of an accident or sudden stop.)
- I. Students should never stand at any time while the bus is in motion.
- J. If your child needs to get off at a bus stop other than his or her own, parents must send a note to the principal for approval. The note must then be given to the bus driver.
- K. Possession or use of tobacco, e-cigarettes, vaporizers, lighters, matches, or related products is prohibited.
- L. Absolute quiet is necessary when approaching a railroad crossing.
- M. Use of obscene, profane, or vulgar language is prohibited.
- N. Older riders should look after the safety and comfort of small children.
- O. In case of a road emergency, remain on the bus and follow the driver's directions.
- P. While loading, do not walk toward the bus until it has come to a complete stop and the driver signals that it is safe to proceed.
- Q. Students should never cross the street in front of the bus until the driver checks the traffic and signals that it is safe to cross.
- R. While unloading the bus, walk away from the road as quickly as possible. Do not stop at a mailbox or to retrieve the newspaper.
- S. Students are to follow all directives of the driver upon the first request.

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

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

### **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. All attendance guidelines are in accordance with the 2022-2023 Shelby County Student Code of Conduct and Attendance.

Students who are absent should bring a written explanation of their absence from the parent/ guardian or doctor within three days of the student returning from an absence. **The school will not accept an excuse after three days of the absence.** All notes are to be given to the main office. It is the student's responsibility to request make-up work from the teachers of classes missed during the absence. **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.**

**Any student enrolled in grades 6-12, who accumulates excessive absences during the year is subject to being retained in the same grade the succeeding year. All absences beyond the system's maximum, excluding doctor's excuses, court excuses, and parent sick excuses (10 max.) must be documented with permission of the principal. It is the parent's responsibility to obtain the note. Partial day absences will be cumulative in computing the total number of days missed. You may email excuses to [scboe-cmms@shelbyed.org](mailto:scboe-cmms@shelbyed.org)**

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

Students arriving to school at 8:00 a.m. or later must be signed in by their parent/guardian. A note sent from the parent is not sufficient documentation for a check-in.

Students must be checked out only by a parent/guardian or persons authorized by the parent/guardian. Please note the SCBOE policy of the Student Code of Conduct states that notes, faxes, e-mails, or telephone calls will not be accepted as documentation for students needing to be checked out of school. **NO CHECKOUTS AFTER 2:30 PM.** 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 a doctor's appointment will need to bring a written doctor's excuse. **A student must be present at least half a day to participate in all extra-curricular activities and events for that day. Unexcused checkouts will be monitored and may result in unexcused absences and/or disciplinary action.**

## **TARDIES**

A student is considered tardy if he/she arrives in the classroom after the tardy bell. CMS considers two types of tardies: tardy to school and tardy to class. Students are allowed three cumulative unexcused tardies per calendar month. Tardies to class are documented by teachers. Students will sign the tardy log when they are tardy and each tardy will be entered into PowerSchool. Consequences for tardies to school or class are:

- 4th tardy to school or class – Warning Letter
- 5<sup>th</sup> tardy to school or class – After School Detention
- 6<sup>th</sup> tardy to school or class – ½ Day In-School Suspension
- 7th and subsequent tardies to school or class – 1 Day In-School Suspension

## **BOOKBAGS, PURSES, SLING BAGS, AND ATHLETIC BAGS**

Bookbags, purses, sling bags, etc., are not allowed in the classroom. They must be stored in hall lockers before 1<sup>st</sup> period and may be taken out of the lockers at the end of the day to take books home. Depending on the alternating locker schedule, PE/athletic bags should be in a student's possession for not more than 2 consecutive periods. Students are not permitted to have rolling book bags.

## **CAFETERIA AND NUTRITION PROGRAM**

Breakfast is served from 7:15 - 7:40 a.m. Lunch is served according to the class and bell schedule for the current academic year.

## **CAFETERIA ACCOUNT**

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the myschoolbucks mobile app on their mobile devices. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application can be found online at [www.myschoolapps.com](http://www.myschoolapps.com) or [www.shelbyed.k12.al.us/cnp/mealbenefits](http://www.shelbyed.k12.al.us/cnp/mealbenefits), at the local school, or at the Central Office. Applications can be completed at any time during the school year. NOTE – Applications must be completed annually; roll over status is not permitted. If a parent refused to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification.

## **DANCES**

School dances are for CMS students only and are considered an extracurricular activity. Only students demonstrating appropriate behavior, having no outstanding balances and completing all school assignments may attend. The school dress code will be enforced at all school dances.

## **DRESS CODE (CMS Policy) THIS POLICY IS IN ADDITION TO THE SHELBY COUNTY BOARD OF EDUCATION POLICY.**

Columbiana Middle School students are expected to be clean and neat, in keeping with an atmosphere for learning. The Shelby County Schools Dress Code serves as a *minimum* guide to acceptable dress. Unless there is a medical or other compelling reason, the administrative staff of Columbiana Middle School shall have the final authority in determining acceptable or unacceptable dress and/or grooming.

- A. All students must wear **shirts, blouses, or dresses with a collar or a non-revealing neckline** such as crew neck, jewel neck, or boat neck. Students should not wear strapless tops, tube tops, halter-tops, low cut, open back, backless, bare midriff, or clothing that allows the midriff to be exposed. As a rule of thumb—when the arms are raised, shirts that allow the midriff to be exposed may not be worn to school. Shirts that are excessively tight or revealing, or excessively long or oversized may not be worn to school. Shirts that are sheer/see-through may not be worn without full-coverage of undergarments and flesh.
- B. Male students may not wear sleeveless garments. Female students may wear sleeveless garments only if the shoulder is fully covered from the base of the neck to top of arm and undergarments are completely covered. Spaghetti and/or thin-strapped shirts may be worn only over a sleeved T-shirt or if covered by a blouse with sleeves.
- C. No obscene language, unacceptable graphics, and/or illegal substances advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
- D. No hats, caps, bandanas, head coverings, hair curlers, picks, or sunglasses will be worn in school.
- E. Hair colors or styles that are disrupting or distracting to the educational process are prohibited.
- F. **Dresses, skirts, skorts or shorts must be no shorter than three (3) inches above the knee.** Skirts/dresses must be no shorter than three (3) inches above the knee in the front and back. Asymmetrical or irregular hem lines **must be no shorter than three (3) inches above the knee at the highest point.** If the skirt/dress has a slit, the **top of the slit must be no higher than three inches above the knee.** Leggings, jeggings or other similar garments may be worn only with an appropriate length (no shorter than 3 inches above the

knee) outer/over garment.

- G. **Pants\* must fasten securely with a button, snap or zipper at the waist.** Pants\* secured with an elastic band and/or draw-string, such as pajama-style, snap-aways, joggers or sweatpants are not permitted. Pants\* must be worn at the waist and fit properly. Pants\* worn too low, too long, too large, too loose or too tight are not permitted. Athletic type pants may only be worn during physical education classes. ***\*Pants include but are not limited to: shorts, skirts, skorts, etc.***
- H. For safety reasons, students are required to wear **appropriate shoes that fit securely at all times.** Shoes with wheels are not appropriate for the school environment.
- I. Students' clothing should be **neat and clean and shall not have an appearance of disrepair.** Unhemmed (cut-off) shorts, shirts, or pants, or clothing with slits, rips or holes, even if purchased in that fashion, are prohibited.
- J. Ear piercings are allowed. All other visible piercings are prohibited. Students are prohibited from wearing any clothing, ear, nose, tongue, eyebrow and body jewelry, hairstyle, visible tattoos, or other adornment that draws attention to oneself in a manner that may be disruptive to the educational process.
- K. Appropriate undergarments must be worn and not visible.
- L. Students are prohibited from wearing any metal chains, metal spiked apparel, or accessories.
- M. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. Suspenders must be fastened. Shoestrings must be tied.
- N. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, or unauthorized club or organizational activity. This also includes any avenue of the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.

## **DISCIPLINE**

Discipline policies will adhere to the Shelby County Code of Conduct.

## **AFTER-SCHOOL DETENTION**

After-school detention (ASD) is a form of punishment assigned by administration and/or teachers when students cannot follow school and/or classroom rules. ASD hours are from 3:15 until 4:15 and are usually scheduled on Tuesdays and Thursdays. Students will need to be **picked up in front of the school by 4:15.** Students are required to follow all school rules and must bring schoolwork/assignments for the entire two-hour period. Failure to attend ASD results in a ½ day In School Suspension and a rescheduled ASD.

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is a disposition used by administration when students cannot 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. Students assigned to ISS must follow these rules:

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

## **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 CMS 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.

## **FEES, FINES, AND CHARGES**

Students are expected to pay all financial obligations in a timely manner. Students who fail to do so may lose privileges assigned to the charges owed.

## **GRADES/PowerSchool PARENT/STUDENT PORTAL**

PowerSchool Parent Portal is a tool for parents and students to access their child's grades, attendance, and tardies to class from home or work through the Internet. Please see the school registrar concerning information and enrollment. CMS follows the SCS policy of categorical grading. Gold Grades = 60% (Recommended minimum 3/grading period), Silver Grades = 30% (Recommended minimum 5/grading period), and Bronze Grades = 10% (Recommended minimum 10/grading period)

## **HARASSMENT POLICY**

The SCBOE has established a policy designed to create a learning environment free of harassment, violence, threats to do violence, and intimidation. Harassment is defined as a continuous pattern of intentional behavior, and includes written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the victim. **The reporting form for this behavior is available through the school district's website.** After an incident is investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

## **LOCKERS**

Students are assigned individual lockers and sharing of lockers is not permitted. Students may go to their lockers only during their assigned time. Rigging, tampering, or communicating of a locker combination is not permitted. Students who fail to follow proper locker procedures may lose their locker privileges.

## **LOST AND FOUND**

The school cannot assume responsibility for the loss of personal items. Students should first check with teachers for lost items. Students may check with custodial staff prior to the start of first period to relocate lost items. 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 community every month.

## **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 school secretary 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 their 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 PROCEDURES** – See SCBOE Code of Conduct. Please note that cough drops and other over-the-counter items are subject to the same Code of Conduct medication policy.

## **MEDIA SERVICES**

The library is open daily for checking out books, studying, and completing research. All books, with the exception of certain reference and reserve books, may be checked out.

## **MESSAGES/DELIVERIES**

Students will be given a message only in an **emergency**. Please send a note to change mode of transportation. Phone calls or faxes 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, fast food or balloons will be accepted at school.**

## **NUISANCE ITEMS -DISRUPTIVE AND/OR INAPPROPRIATE ITEMS**

Parents may pick up items between the hours of 7:30 a.m. and 3:30 p.m.

All inappropriate/nuisance items will be confiscated, and the items will be logged-in and kept in the office. A parent or guardian may be asked to pick up a confiscated item. All items must be picked up on or before the last day of the school year. Items not picked up will be donated to a local charity.

Any object that has no reasonable use and may be a distraction can be confiscated. Items include but are not limited to the following: trading cards, glass containers, iPods, cameras, radios, MP3 players, sunflower seeds, water balloons, rubber bands, permanent markers, caps/hats, toy weapons, bandanas, toys, lasers, chains, sunglasses, etc. Students will not be allowed to bring skateboards to school.

## **SCHOOL PHONES**

Students are not allowed to use the school phone without permission. Phone calls are only permitted for lunch money (before 8:45 a.m.) and dress code violations. The school nurse will make phone calls for illness. Calls after the instructional day has begun will not be made for assignments, projects, supplies, etc; to gain permission to go home with a friend, or any other matter not related to the three issues listed above.

## **TECHNOLOGY**

Columbiana Middle School is committed to expanding opportunities for 21<sup>st</sup> Century learning. However, using personally owned electronic devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for individual students at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

## **PERSONALLY OWNED COMMUNICATION DEVICES**

It is the policy of the Shelby County Board of Education that the *unauthorized* use of personal electronic communication devices, including but not limited to: cellular telephones, beepers, walkie-talkies, etc., be prohibited for use at any time during the instructional day for all students. **Cell phones are to be turned off and stored in school lockers during the school day. Cell phones cannot be visible or audible during the instructional day.** 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. When a student violates the school system guidelines for cell phones, the individual's cell phone will be confiscated and the following consequences applied:

1<sup>st</sup> Offense: Warning      2<sup>nd</sup> Offense: School detention      3rd Offense: After School Detention      4th Offense: In School Detention

\*Subsequent offenses regarding personally owned communication devices will follow SCBOE policies regarding progressive discipline.

## **OTHER PERSONALLY OWNED DEVICES OF TECHNOLOGY**

Other personally owned devices of technology, including but not limited to, tablets, e-readers, netbooks, etc., are permitted when two expectations are met: 1) permission of the supervising adult; 2) an instructional purpose is established. The school/district will not be responsible for lost, stolen, or damaged devices and/or data, nor are school administrators responsible for conducting searches for lost/stolen devices. School officials may review all contents of devices upon reasonable suspicion of a violation.

## **TEXTBOOKS**

Textbooks are furnished by the state and are issued at the beginning of each year. Parental permission is required before the books are issued. Students are responsible for the upkeep of textbooks. Lost or damaged textbooks will be financially assessed to the student as needed or at the end of the year.

## **Staff Responsibilities:**

PRINCIPAL:	School policies and overall information
ASSISTANT PRINCIPAL:	Dress code, discipline, activity schedule, transportation
COUNSELOR:	Individual counseling, academic concerns, student schedules
REGISTRAR:	Enrollment and withdrawals & attendance concerns
SCHOOL SECRETARY:	To arrange parent-teacher conferences, general information
BOOKKEEPER:	School finances
NURSE:	Health problems, medication procedures

Username/Password: