

# Helena Middle School

2022-2023

Student Handbook



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<http://www.shelbyed.k12.al.us/schools/hlms/index.htm>

# Student Handbook

## Welcome to Helena Middle School Home of the Huskies!

### Get connected:

We encourage each student to participate in our academic, athletic, and extracurricular activities. HMS has a lot to offer and we hope that each student will get involved. To stay current, please join our listserv at <https://eforms.shelbyed.k12.al.us/subscribe-parent-list.html>

### MISSION STATEMENT

**The mission of Helena Middle School is to strive for academic excellence by promoting a supportive and positive culture.**

### VISITORS

All visitors must enter through the front doors at the main office upon arrival, sign in, state the reason for the visit, and get a visitor's pass. Office business can be taken care of between 7:30 and 3:15 on school days.

### SCHOOL OPENING

The school doors will be unlocked at **7:10 am** each morning. Shelby County Board of Education and Helena Middle School are not responsible for students dropped off prior to 7:10 a.m. unless they are under the supervision of a coach or sponsor. Upon arrival to school, 6<sup>th</sup> graders will report to the cafeteria, and 7<sup>th</sup> and 8<sup>th</sup> graders will report to the gym. Students are **not** allowed to go to their lockers or upstairs prior to the 7:30 a.m. bell. No students are allowed in the locker rooms prior to 7:35.

### MORNING BELL SCHEDULE

**Tardy Bell 7:40 a.m.**

**IMPORTANT:** The tardy bell rings at 7:40 a.m. **Students need to be in their first period class at 7:40 and NOT walking in the building. If a student cannot get to class by 7:40, they need to report to the front office to sign in. If students receive 3 tardies to school in a 9 week period they will be issued a detention. Any additional tardies during the 9 week period will result in further discipline consequences.**

**If students receive 3 tardies to class in a 9 week period, they will be issued a detention. Any additional tardies during the 9 week period will result in further discipline consequences.**

## AFTERNOON DISMISSAL SCHEDULE

2:53 Pack up bell

2:55 Dismissal bell

## ATTENDANCE

It is vital that your child be in school on a regular basis. A student who accumulates more than 10 absences during a school year is subject to retention. Attendance letters will be mailed to parents after the 2<sup>nd</sup> and 5<sup>th</sup> unexcused absence. Students will be referred to Early Warning Court upon the 5th unexcused absence. Students who are absent should bring a written explanation of their absence from the parent or guardian within **3** days of the student returning from an absence. **The school will not accept an excuse after 3 school days of the absence.** All absences over 10 must be accompanied by a doctor's excuse or court excuse or by permission of the principal. Further details regarding the SCBOE attendance policy can be found in the Code of Conduct. Email excuse notes to: [scboe-hlms@shelbyed.org](mailto:scboe-hlms@shelbyed.org)

## TRANSPORTATION

1. **IMPORTANT: Any changes in a student's transportation for the day must be submitted to the office NO LATER than 2:00 p.m. so that we can ensure there is plenty of time to communicate the change to the student.**
  - a. **Car Riders** load and unload in the **front** of the building. Students should not be dropped off prior to 7:10 am and should be picked up by 3:10 pm. Students must exit their vehicles in the designated loading and unloading zone.
  - b. **Walkers and Bike Riders** must use the designated CROSSWALK in front of the school. Also, walkers and bike riders should enter and exit the building through the **front** of the school.
  - c. **Bus Service** is available for all students. We encourage parents to take advantage of the Shelby County Bus service in order to cut down on traffic at the Middle School and the High School. Some buses run a double route. 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 main office that morning. The note will be signed by an administrator and returned to the student. See above regarding changes in transportation.
  - d. **Bus Discipline** The sole purpose of a school bus is to transport students safely to and from school. The school bus is 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.
  - e. **Inclement Weather which requires dismissal** Parents should begin to 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 school closing early. Buses will run their routes unless a tornado warning is in effect. Additionally, the district will try to alert parents by sending a Blackboard phone messages to all parent contacts. Please make sure the phone number you have given the school is up-to-date.

## **BOOK BAGS**

Book bags can be brought to school but **must** be placed in the locker before 1st<sup>st</sup> period. Book bags should not be brought into class unless an administrator allows special permission. Book bags, purses, etc. are not allowed in the serving area of the cafeteria.

## **DRESS CODE**

HMS follows the Shelby County Code of Conduct Dress Code. Students who violate the HMS dress code policy will face discipline consequences. Students who come to school out of dress code will be placed in In School Suspension until a change of clothes is brought to the school. Leggings may **NOT** be worn with t-shirts or sweatshirts. Joggers and sweatpants are allowed. Please refer to the Dress Code Policy in the *Code of Conduct* for a more inclusive list of acceptable standards.

## **CELL PHONE**

Students are asked to keep electronic devices turned off and in their lockers during the day. If a student has their phone taken up, the first incident will result in a warning. The second offense will require the student attend after school detention and the device will be held by administration until it can be picked up by a parent. Further offenses will result in more severe consequences.

## **LOCKERS**

Every HMS student will be issued a locker at the beginning of the year. The locker rental fee is to be paid at registration. Students **MAY NOT** change lockers without approval from their teacher or administration.

## **LOST & FOUND**

The school cannot assume responsibility for the loss of personal items. Students may also check in the gym or on the stage in the cafeteria. Unclaimed items will be donated to charity every two weeks. Personal devices need to be labeled with the student's name. Students are encouraged to search lost and found for missing items.

## **DETENTION**

Detention is held every Tuesday and Thursday. Afternoon detentions are from 3:10 PM - 4:10 PM. Attendance is mandatory.

### **IN SCHOOL SUSPENSION (ISS)**

ISS is offered Monday through Friday, 7:40-2:53 pm. Students must report to the front office by 7:40 AM.

### **EXTRACURRICULAR OPPORTUNITIES**

Helena Middle School offers a wide variety of extracurricular activities for our students. Students may participate in athletics, band, choir, dance team, majorettes, cheerleading, and yearbook. They also can involve themselves with service clubs and academic teams. We encourage all of our students to get involved.

### **MEDICATION POLICY**

Information about medications is included in the SCBOE Code of Conduct. For questions please contact the HMS nurse at 682-5300.

### **STUDENT OFFICE PHONE USE**

Students may use the office phone for EMERGENCY USE ONLY. They may not call home for forgotten items. Parents may call the front office and leave a message for their child, but students will not be allowed to leave class to return parent phone calls unless there is an emergency. **Please refrain from calling or texting your child's personal device during school hours.**

**Every time a forgotten item is delivered to a classroom, instructional time is interrupted. Thank you for your understanding.**

### **MEDIA CENTER**

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. Please visit the HMS Media Center website for more details at <https://sites.google.com/shelbyed.org/hms-library/home>

### **CHROMEBOOK USAGE:**

Students are responsible for the general care of Shelby County Chromebooks. Students should handle Chromebooks with care at all times. Any Chromebooks and/or accessories that are broken or fail to work properly should be immediately taken to a teacher or technology coordinator at Helena Middle School. For more information on student expectations while using school Chromebooks, please see the Shelby County Schools 1:1 Chromebook <https://www.shelbyed.k12.al.us/tech/doclibrary/Chromebook-Handbook-1-1-Procedures-eng.pdf>

Handbook & Procedures.

### **CHILD NUTRITION PROGRAM CHARGED MEAL PROCEDURE**

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 to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds 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 only takes a few minutes to complete and 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 for meal benefits can be completed at any time during the school year. If a parent refuses 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. Please make sure your child's lunch account is up to date. If you have questions regarding your child's lunch account, please call the cafeteria manager at 205-682-5306.

### **CATEGORICAL GRADING**

Grades in all Helena Middle School classes will be assigned in the following format:

**Bronze 10%- Minimum 10 assignments**

**Silver 30%- Minimum 6 assignment**

**Gold 60%- Minimum 3 assignments**