



**PARENT/STUDENT
HANDBOOK**

2017 - 2018

Anthony C. Thompson
Anthony C. Thompson,
PRINCIPAL

Monrovia Middle School
1216 Jeff Road • Huntsville, AL 35806
(256) 851-4580
monroviamiddle.mcask12.org

Monrovia Middle School - HAWKS SOAR

Monrovia Middle School

1216 Jeff Road NW
Huntsville, Alabama 35806

Phone: (256) 851-4580

Fax: (256) 851-4581

Website:

<http://monroviamiddle.mcsc12.org>

Established

1997

Madison County Schools

The Madison County School District does not discriminate in admission, treatment, or access to programs or activities based on race, age, ethnicity, color, disability, creed, sex, religious belief, national origin, immigrant or migrant status, non-English speaking ability, or homeless status.

The Title IX and ADA Compliance Officer's Contact Information

Mrs. Michelle Stovall, Coordinator of Pupil Services
1275 F Jordan Road, Building B
Huntsville, AL 35811

Phone: 256-852-2557 extension
61715

FAX: 256-851-2127

Email address: mstovall@mcsc12.org

ADMINISTRATION

Mr. Anthony Thompson
PRINCIPAL

Mrs. Pamela Henson
Dr. Stephanie Ledbetter
Mr. Christopher Shumaker
ASSISTANT PRINCIPALS

Mrs. Chris Foster and Mrs. Patty
Tribble

GUIDANCE COUNSELORS

Mrs. Glenda Cloud
BOOKKEEPER

Mrs. Karen Herfurth
SECRETARY

Mrs. Regina Clonts and Mrs. Karey
Collins
RECEPTIONISTS

OUR MISSION

The mission of Monrovia Middle School is to prepare our students for achieving their goals, living their dreams, and identifying their purpose regardless of where these will take them.

OUR VISION

For every student at Monrovia Middle School to have their best three years in education because of what we do.

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**OUR CORE VALUES
H.A.W.K.S.**

- **Honor-** I will do the right thing.
- **Accountability-** I am responsible for the results of my choices.
- **Work Ethic-** I will succeed because of what I choose to do.
- **Kindness-** I will treat others the way I want to be treated.
- **Service-** I will use my gifts, talents, and time to benefit my community.

**OUR CORE VALUES IN ACTION
HAWKS S.O.A.R.**

- **Show Acceptance**
- **Own My Choices**
- **Arrive Ready**
- **Rise Above My Potential**

PARENT TEACHER ORGANIZATION

2017-2018 OFFICERS

- President - Beth Trees
- Secretary - Kim Copley
- Treasurer - Jessica Chitwood
- 1st Vice President of Membership - Lisa Mullikin
- 2nd Vice President of Volunteers - Monica Alsup
- Sergeant at Arms - Allison Centamore
- Administrative Representative – Pamela Henson
- Teacher Representative – Dan Doty

Email: monroviamiddlepto@gmail.com

Website:

<https://sites.google.com/site/monroviamiddlepto/>

Twitter:

<https://twitter.com/MMSPTO4U>

Facebook:

<https://www.facebook.com/MonroviaMiddlePTO/>

Instagram:

<https://www.instagram.com/mmspto4u/>

Monrovia Middle School - HAWKS SOAR

A MESSAGE FROM OUR PRINCIPAL

Anthony Thompson



My name is Anthony Thompson. I am Katie's husband and daddy to Allie and Benjamin. Family is first and foremost in my life. My interactions with all who enter our school's doors are based on four parts: 1) I love you; 2) I will not intentionally lie to you; 3) We are in this together; and 4) We own our choices.

Last year, Monrovia Middle School went on a journey to discover our values as a school. The journey involved teachers, parents, students, community members, and administration. The road less traveled involved naming and defining our values in a way that is understandable, simple, and powerful. This year, we will endeavor to teach these core values to everyone involved in the lives of children at Monrovia Middle School and in the community. You will hear the words HAWKS SOAR, repeatedly throughout the year.

Beneath the banner of Protect this House, which means to do one's best because they represent their families, one's self, and our school are our values: HAWKS stands for: Honor, Accountability, Work ethic, Kindness, and Service. Simply stated everything we do at Monrovia Middle School, will have to align with our values. Students named SOAR as the way in which we will show our values in action. SOAR stands for: Show acceptance, Own my choices, Arrive ready, and Rise above my potential. As a school all faculty and staff will aspire to live out the values and actions of HAWKS

SOAR.

Our students will have HAWKS SOAR defined, taught, and modeled throughout the school year. All aspects of HAWKS SOAR will be covered. The values and actions carried will be evident in how we do everything in the school: walk in the hallways, going to lunch, riding a bus, checking in or out, coming to the office, going to the restroom, going to the library, seeking assistance and how we treat others.

The Monrovia Middle School Parent/Student Handbook is a reference for our students, parents, teachers, and community designed to provide specifics from Madison County Schools policies aligned with policies and procedures of Monrovia Middle School. This handbook was a labor of love for many of our teachers and parents in aligning the various sources of information with HAWKS SOAR. I hope you find the information valuable.

The faculty and staff of Monrovia Middle School are looking forward to a great school year. We wish you and all of our families a wonderful school year. Together we can help HAWKS SOAR.

Best regards,

Mr. Anthony C. Thompson,
Principal

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STAYING INFORMED

At Monrovia Middle School, we take pride in our school's interactive website. We encourage you to visit our site on a regular basis for the tools you may need to further your child's education.

Monrovia Middle website

<http://www.monroviamiddle.mcssk12.org/>

MMS Twitter

<http://www.twitter.com/monroviahawks>

MMS Facebook page

<http://www.facebook.com/monroviamidleschool>

Madison County Schools website

<http://www.mcssk12.org/>

MMS PTO website

<https://sites.google.com/site/monroviamidlepto/>

MMS PTO Twitter

<https://twitter.com/MMSPTO4U>

MMS PTO Facebook page

<https://www.facebook.com/MonroviaMiddlePTO/>

MMS PTO Instagram

<https://www.instagram.com/mmspto4u/>

MMS Calendar

<https://d3jc3ahdjad7x7.cloudfront.net/VTJULPs4ZMdMXde469nUZHN29wTwCxlgttur8DN84BV7Mzqk.pdf>

Canvas (Learning Management System)

<https://mcboe.instructure.com/login/dap>

INOW (web-based classroom management system)

<https://inow-madisonco.asc.edu/InformationNow/Login.aspx?ReturnUrl=%2finformationnow>

PayPAMS (web-based school meal payments)

<https://1.cdn.edl.io/APs21ikwcw9f7ECtTv1wne90yobo2MteWYoQASx4uS0a7zao.pdf>

Note: To provide parents greater access to student information, Monrovia Middle School utilizes INOW & CANVAS where parents can check grades, attendance, discipline records, and homework assignments.

ATTENDANCE

ABSENCE FROM SCHOOL

Regular school attendance is important. However, absences may be excused for the following reasons:

- Illness
- Weather preventing attendance
- Legal obligations
- School-sponsored activities

Reasons for absences must be verified by a note from the student's parent or guardian. The note must be submitted on the day the student returns to school. Excuses from a doctor's office must be originals. If faxed to the school, they must be faxed from the doctor's office. A note of excuse *via* email is not permitted. Absence notes are to be placed in the mailbox in the front lobby prior to homeroom.

UNEXCUSED ABSENCE

Any absence not classified as an excused absence will be coded as unexcused.

TRUANCY POLICY

If a parent/guardian does not explain in writing within three (3) days of a student's return to school, the student will be classified as truant for each day absent. The student will also be classified as truant if the principal, or his/her administrative designee, determines that an absence is unexcused based on the parent/guardian's written explanation.

After accumulating seven (7) unexcused absences within a school year, a student will be considered truant to the extent a petition will be filed against the student or parent, whichever is appropriate.

SCHOOL-SPONSORED ABSENCES

Students who are absent due to a school-sponsored/authorized activity will not be counted absent from school for this purpose. Students are expected to make up any missed work.

EXCESSIVE UNEXCUSED ABSENCES

A parent may write a total of eight (8) excused absence notes for illnesses without a doctor's statement. After an accumulation of eight (8) excused absences for illness without a doctor's

statement, the student will receive unexcused absences for illness unless absence is documented with a doctor's statement.

EXCUSED ABSENCES/MAKE-UP WORK

Students are permitted to make up work, tests, assignments, and other activities, etc., when absent for an excused reason. The teacher(s) will give students at least the number of days equal to the number of days absent to complete the assignments. It is the responsibility of the student or parent to request and obtain assignments from the teacher(s) through normal school channels (in person, by telephone, email, Canvas, etc.).

Note: After the accumulation of five (5) unexcused absences (not including suspensions), please refer to the truancy policy.

SUSPENSION ABSENCES

Students who are suspended out of school are expected to complete work and other assignments **during** their suspension period. The student is expected to complete all assignments provided and turn the assignments into the teacher(s) on the day they return to school from their suspension. Date and time of work availability will be covered at the suspension conference.

If a suspension occurs after the start of the school day, the student will have the suspension day and the day

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immediately following the suspension to make up any missed assignments for classes (periods) missed due to the suspension.

Tests will be administered on the day the student returns to school from their suspension at a time of day that does not interfere with the normal instruction day, which may include before or after school hours.

Due to the timing or length of a suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

LATE CHECK-IN/OUT

If a student checks in late or checks out early (thereby missing part of a school day), he/she must have a note when returning to school for the time missed in class. Failure to provide a note is an automatic unexcused absence. The note must contain the date of absence, reason, parent's signature, and a daytime phone number for verification. Emailed notes are not acceptable. All check-in/outs take place in the front office.

SIGN-IN/OUT PROCEDURES

Students arriving after 8:30 a.m. must sign in at the main office. Students who leave school during the day for any reason must sign out in the main office.

Any time missed from class is an absence. A note from a parent/guardian with the date of absence, reason, parent signature,

and daytime phone number for verifications must accompany the student upon his/her return. Students must be checked out by 3:00 p.m.

TARDINESS TO SCHOOL

Any student who arrives late to school must come by the front office to sign in. Tardies are treated the same as absences. The student must have a note when returning to school for the time missed in class. Parents may write up to a total of eight (8) absence notes for absences/tardies.

Failure to provide a note is an automatic unexcused absence. Options for students with unexcused tardies to school may include, but are not limited, to After-School Detention and AAP.

SKIPPING/CUTTING CLASS

Skipping/cutting class (defined as not being in your designated area) will not be tolerated. Students must have a hall pass when leaving the classroom. Skipping/cutting class may result in disciplinary action.

ATTENDANCE FOR ATHLETES

Monrovia Middle School adheres to the guidelines set forth by the current Alabama High School Athletic Association (AHSAA) Handbook. The handbook may be found online at the following location:
<http://www.ahsaa.com>.

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MORNING ARRIVAL PROCEDURES

The doors of Monrovia Middle School will open at 7:55 a.m. Bus-riders will be dropped off at the front of the school and car-riders will be dropped off at the back of the school. All students will report to the gymnasium unless they will be eating breakfast. Students eating breakfast will be permitted to go to the cafeteria. All other students are to go to the gymnasium. Students will be seated and dismissed by grade level. Dismissal from the gymnasium will begin at 8:15 a.m.

BREAKFAST/LUNCH

Breakfast is available for students. Price: \$1.75 for students and \$2.25 for adults.

Breakfast eaten at school is designed for the purchase of items from the cafeteria. Students not purchasing breakfast at school are expected to eat before they arrive on campus.

Lunch (Regular), including milk, is \$2.25 for students and \$3.00 for teachers.

BUS-RIDERS

The Madison County Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow

strictly all rules and regulations regarding school buses. Students who violate established rules and regulations regarding bus use, or who exhibit behavior deemed inappropriate and/or detrimental to the safe transportation of students, will not be allowed to ride school buses.

The Principal, or his/her administrative designee, has the authority to deny a student the privilege of riding a school bus when such student violates established rules and regulations or exhibits behavior deemed inappropriate and/or detrimental to the safe transportation of students. The Principal, or his/her administrative designee, is to exercise reasonableness when determining the length of time a student is denied the privilege of riding a bus, and should treat each student and situation individually based on circumstances. School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations by the school.

Students are to:

1. Be at the bus stop on time. Buses cannot wait.
2. Stay back from the roadway while waiting on the bus.
3. Be sure the bus has come to a complete stop before getting on or off the bus.
4. Cross the highway only when the driver signals and always cross in front of the bus.
5. Remain seated during the entire ride.
6. Keep head, hands, and objects

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inside the school bus.

7. Keep aisles clear of feet, books, bags, etc.
8. Be respectful by maintaining appropriate volume.
9. Refrain from using profane language.
10. Refrain from eating, drinking, and, chewing gum on the bus.
11. Use of electronic devices are permitted within the guidelines of Madison County Schools.
12. Respectfully obey instructions given by the bus driver.

To ensure the safety of our students and employees, all individuals (other than Monrovia Middle School students) are prohibited from approaching the school bus at any time during its operation. Please contact the school with any messages you may have for a driver, and we will be glad to relay the message to him or her. Do not approach the bus to contact the driver or its occupants.

CAR-RIDERS

Car-riders must not be dropped off unattended before 7:55 a.m. and must be picked up by 3:45 p.m. Car-riders are dropped off and picked up at the designated area at the rear of the school. Students are not allowed to be dropped off at the front doors of the school between 7:55 a.m. and 8:30 a.m.

Note: All students must be transported to and from school by car or bus. There are no walkers or cycle riders.

CLUB & EXTRA CURRICULAR ACTIVITIES

CLUBS/ENRICHMENT

Club/Enrichment time takes place at the end of the day on Friday and is an essential part of the school week at Monrovia Middle. These clubs are guided by faculty members and/or community organizations.

SIGN-UP

During the first semester, students will visit the library to submit their three preferences for their assigned club. The school will send home a list of clubs/descriptions and letter describing the process before this visit.

Club options are given to the grades by seniority. 8th grade gets the first chance to sign up for clubs. If any clubs have filled during the 8th grade club sign-up, it is no longer available to the rest of the school. 7th grade gets the next opportunity to sign up. Any clubs that fill to capacity during 7th grade sign-up are removed from the list and the remainder are open to 6th grade. If more students request a club than available spots, the students assigned to the club are selected by Random.org to ensure fairness in the selection process. The remaining students are assigned their second or third choice.

SWITCHING CLUBS

Once a student has been placed in a club, he or she may not switch out of it. In the case of a rare exception, the teacher/sponsors, parents, and

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principal, must agree to the switch. The student will then switch to a club in the limited list of clubs not at full capacity.

CLUB LISTING

A club listing will be sent home a week prior to sign-up containing the list of available clubs and a description. The description for each club will note the requirements for signing up for the club (some clubs require an application process) and any class fees that might be associated with the club. Many of our clubs, such as Art and DIY, require class fees to cover materials used in the class. If you are unable to pay these fees, please let your club sponsor know as soon as possible.

An example of a club listing is provided below:

Sponsor: Mrs. Austin **Art Club**

Description:

Do you want the typical art class experience? Then this is the club for you! This semester, we will explore the Elements of Art through art projects in various mediums (Paint! Charcoal! Collage!). We will go on an art-related field trip at the end of the semester. This class is intensive and requires weekly homework in your drawing journal, as well as signing up for Remind and checking in to our online Canvas course each week. Class fee for art supplies is \$13 per student.

EXTRA CURRICULAR ACTIVITIES

Monrovia Middle School offers opportunities for students to be involved in promoting school values outside of the classroom. Students participating in these activities are expected to follow all school-wide rules. Opportunities vary depending on grade level.

These include but are not limited to: 6th Grade – Band, Glee Club, Historian, Scholars' Bowl, Student Government Association, and Student Library Committee.

For 7th and 8th Grade Students – In addition to the listed 6th Grade activities above, Junior Beta Club is offered. At the end of 7th grade, students can apply to be a part of the Yearbook Staff in 8th Grade. The athletics programs, including those offered through Sparkman High School, are listed below.

Athletic Programs offered at Monrovia Middle School are baseball, cheerleading, dance team, football, girls and boys basketball, girls and boys soccer, softball, and volleyball.

The following sports may be available at Sparkman High School: cross country, golf, indoor and outdoor track, swimming, tennis, and wrestling. All athletic programs are available for students beginning in the 7th grade.

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FEE WAIVERS AND EXEMPTIONS

If at any time you have questions, concerns or need assistance regarding any fees or expenses related to activities or programs offered at Monrovia Middle School, please contact Mr. Thompson directly.

DISCIPLINE

STUDENT GUIDE TO SCHOOL POLICIES

The safety of all students is our number one goal at Monrovia Middle School.

*Please review the Madison County Schools Code of Conduct at the following website:
www.mcask12.org.*

The faculty and staff of Monrovia Middle School take pride in creating and maintaining a school environment which contributes to academic and social growth. To accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. Rules, routines and procedures will be discussed in each classroom. Teachers may have a grace period of up to two weeks before enforcing discipline policies. After School Detention (ASD) will begin for all students after the first progress report.

Students must abide by the following rules and policies:

1. Students are to conduct themselves in an obedient and respectful manner.
2. Vandalism (destruction or defacement) of school property is prohibited.
3. Vulgar and profane language is not permitted.
4. Public displays of affection (*i.e.* hugging, kissing, or students with their arms around each other) are prohibited.
5. Being truant, tardy, or leaving class without permission will not be permitted.
6. Chewing gum is prohibited.
7. Physical or verbal harassment is not tolerated.
8. Possession of an item(s) that interferes with the educational process is not permitted.
9. The consumption of food/drinks in the classroom is at the discretion of the teacher, unless under the direction of a physician and notated in the school's clinic. Glass bottles, plastic/styrofoam cups with lids/straws, Yeti/insulated cups are not to be brought to school. Energy drinks are not permitted at school.
10. Any object that is considered a weapon (including fireworks) is not permitted.
11. Book and gym bags will be placed in lockers.

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STUDENT CONDUCT

HALL & CLASSROOM PROCEDURES

1. Be prompt to class.
2. Dismiss according to the teacher, not the bell.
3. Leave all non-essential materials (book bags, coats, gym bags, etc.) in your locker.
4. Leave the classroom only with a pass from the teacher.
5. Do not run in the halls.
6. Do not fight. **All threats are taken seriously and will be dealt with appropriately. There is no such thing as a "play fight" at MMS.**
7. Do not disturb classes in session. If it is necessary to contact someone during the school day, notify the main office and a message will be relayed to the student or teacher.
8. Stop in the hallway and listen quietly when an announcement is made over the public-address system.

ASSEMBLIES

Each student is personally responsible for the impression made by the school. Unacceptable conduct may include whistling, inappropriate clapping, boisterousness, and talking during a program.

Prior to an assembly, students are to report to their regular classes. Textbooks and other materials are to be left in the classroom. Students should be accompanied by their teacher. Students are to remain seated during assemblies always,

unless invited to participate. No student can leave early from an assembly or pep rally without being dismissed.

The following are guidelines for students when assemblies are held:

1. Enter and leave in an orderly, quiet manner.
2. Be seated as soon as possible.
3. Give courteous attention always.
4. Applaud when appropriate.

CAFETERIA RULES

The following rules must be observed:

1. All students will go to and from the lunchroom with their teachers.
2. Students are not allowed to cut in line for any reason.
3. Students are not allowed in the kitchen area.
4. All students are expected to eat in the lunchroom.
5. No food will be taken outside the lunchroom.
6. Students are expected to conduct themselves in an orderly manner while in the lunchroom (no throwing food, yelling, etc.).
7. All students are expected to keep the lunchroom area clean.
8. Bathroom passes in the lunchroom will be issued at teacher discretion.
9. It is the parent's daily responsibility for providing lunch money, a sack lunch, or an application requesting approval for a free or reduced lunch.
10. Parents are permitted to bring food from outside the cafeteria on their child's birthday *only*. This must be coordinated through the front office and parents must sign-in.

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11. Students are permitted to carry a water bottle throughout the day. The bottle must contain water only and have a screw-on cap. No other soft drinks, coffee cups, Yeti cups, Starbucks, etc. are permitted.

FORMS OF DISCIPLINE

The Monrovia Middle School community expects appropriate behavior to be exhibited by all students at school and at school-related functions. Please see the Madison County Student Code of Conduct for Violations and Consequences. Before any disciplinary action is taken, each case is investigated.

Students are expected to conduct themselves always in a manner that will contribute to the best interest of the school system. Discipline problems should be handled between the teacher, student, and parent. Effective forms of discipline may include, but are not limited to, those described in the Madison County Board policies and the following:

EXTRA ACADEMIC ASSIGNMENTS

Extra math problems may be assigned for disturbing a Math class, a report related to the subject studied in Science, a book report for a Reading class, etc. ***All reports must be handwritten and must be turned in by 8:30 a.m. on the date due.***

COMMUNITY SERVICE and AFTER-SCHOOL DETENTION

Community Service and/or After-School Detention may be assigned as a form of discipline. Referral to After-School Detention is made by the classroom teacher and the assignment of detention and Community Service is determined by an administrator.

After-School Detention is held on Thursdays from 3:30 p.m. – 5:00 p.m. A parent/guardian must be present to sign-out the student from detention *no later than 5:15 p.m.* If a parent/guardian arrives after 5:15 p.m, the student will serve ASD (AFTER-SCHOOL DETENTION) the following week.

CORPORAL PUNISHMENT

Corporal punishment shall be defined as bodily punishment, and shall be restricted to the use of a paddle on the buttocks. Any corporal punishment would be administered in accordance with Madison County Schools Policy. Parents will be involved in making decisions relative to corporal punishment.

ALTERNATIVE ACADEMIC PLACEMENT (AAP)

Students may be assigned to Alternative Academic Placement (AAP or In School Suspension) for violation of school rules. In AAP, students are isolated from their peers and are

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placed in a small group setting during the regular school day or period(s). Lunch may be eaten in the AAP room.

Students placed in AAP will be counted present and allowed to make up work. The number of periods/days a student is assigned to AAP is at the discretion of the administration and will be determined by the severity and frequency of student violations.

Students who fail to follow the guidelines of the AAP program will receive out of school suspension.

OUT OF SCHOOL SUSPENSION

To maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision.

Suspensions will be counted as excused absences. Make up work will be permitted for such absences, unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable considering the grounds for the suspension.

Any student returning to school from suspension must be accompanied by a parent.

ELECTRONIC DEVICES

*Please review the Madison County Schools Code of Conduct at the following website:
www.mcssk12.org.*

1. The Principal, or his/her administrative designee, may approve the use of electronic devices during medical emergencies, natural disasters, after regular school hours, at events or when the use of the devices serves safety, instructional, and/or convenience without disrupting academic or school operations.
2. The Principal, or his/her administrative designee, will also have the authority to further restrict or deny the use of electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices.
3. School officials may read, examine, or inspect the contents of any such device upon individual suspicion that the device contains evidence of a violation of Board policy, the Student Code of Conduct, or other school rules.
4. Headphones, earbuds, and other listening devices may not be worn or used except in the classroom with the teacher's

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- approval. If confiscated, they will be returned only to the parent the next school day from 8:00am - 4:00pm in the front office. Parent must have photo ID and sign for the item.
5. Photography, video and audio recording is strictly prohibited on school premises without the consent of administration. This includes, but is not limited to, classrooms, locker rooms, and buses.
 6. Inappropriate use of computer hardware/software will not be tolerated. Violations of the Monrovia Middle School Acceptable Use Policy will be disciplined according to the severity of the offense.

Monrovia Middle School, nor the Board of Education, assumes any responsibility for theft, loss, or damage to any cell phone/electronic device while in the possession of the administration.

BRING YOUR OWN TECHNOLOGY (B.Y.O.T.)

Per MCBOE Policy, students are permitted to keep personal wireless devices only in locations approved by the Principal or his designee. At MMS, personal wireless devices **may not** be used in the following locations: restrooms, locker rooms, and cafeteria.

Consequences for inappropriate use of technology include:

- **First Offense**
The teacher will collect the device and turn it into the office. The device will be returned to a parent. Parent/Administrator conference will be held.
- **Second Offense**
The teacher will collect the device and turn it into the office. The device will be kept at the school for one week. Parent/Administrator conference will be held.
- **Third Offense**
The teacher will collect the device and turn it into the office. The device will be kept by the school for the remainder of the semester. Parent/Administrator conference will be held.
- **Fourth Offense**
The teacher will collect the device and turn it into the office. The device will be kept by the school for the remainder of the school year. Parent/Administrator conference will be held.

TELEPHONE

Students may use school telephones at the discretion of the teacher and/or administration.

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VISITORS

For the safety of students, all visitors must report to the front office, state the reason for the visit, and receive a badge which must be visibly worn. Parents may not walk their child to a classroom.

GRADING

GRADING CRITERIA

For Criteria, Dates and Scales, See Madison County School System's Policy at the following online location:

<https://1.cdn.edl.io/D7UdEM1zpY5FfBuXIHqB9gFxsA9hC2XISmp8xzynxNGHfjmV.pdf>

Please refer to INOW for questions about grades. If you cannot find your answer online, you may email the teacher. Teachers will respond within two (2) school days.

PIN numbers for each student are available each day from 8:30 a.m.-2:00 p.m. To avoid wait time, appointments are taken. Due to the confidential nature of this information, parents will need to come in to the front office to sign for a PIN. If your student attended a Madison County School last year, his or her PIN has not changed.

Report cards are issued at the end of each nine (9) weeks grading period.

Number grades are used to designate

a pupil's progress in grades 6-8. Teachers should have a minimum of four major evaluations of student work per nine (9) weeks, in addition to the homework grade.

Progress reports will be sent out every four and one-half (4½) weeks.

PROMOTION STANDARDS

All the following criteria shall be used to determine whether a student will be considered for promotion.

1. Students in the 6th grade are required to have a 60% average or above in four of the following five areas with Reading, Language, and Math being three of the four areas: Reading, Language, Math, Science, Social Studies.

Students in schools offering electives are required to have a 60% average or above in five of the six following areas with Reading, English, and Math being three of the five areas: Reading, Language, Math, Science, Social Studies, Elective

2. Students in the 7th and 8th grades are required to have a 60% average or above in any four of the five following areas: Reading, Language, Math, Science, Social Studies.

Students in schools offering electives are required to have a

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60% average or above in any five of the six following areas:
Reading, Language, Math,
Science, Social Studies,
Elective

A student who does not meet the promotion requirements in Section II, may be promoted by prior arrangements with the Principal to attend summer school and successfully complete a summer school curriculum. Summer school costs \$300.00. Parent/Guardian is responsible for cost and transportation.

LOCKERS & PLANNERS

The cost of a locker is \$15.00. Students will receive a school planner with the purchase of a locker. Lockers should be kept neat and orderly. Lockers are provided as a convenience for all students and should be treated with care. Lockers are subject to be searched or accessed by school officials in accordance with Madison County Board policy. Abuse of locker privileges will result in loss of locker. Seventh period P.E. classes will take books and materials to gym with them; they WILL NOT be allowed to go back to lockers after P.E.

Note: Students are encouraged to have combination locks for gym lockers to secure their valuables.

P. E. ATTIRE

Students are requested to have shorts, of an appropriate length, and a

shirt that is comfortable for engaging in physical activity. Students grades in P.E. are based on sportsmanship, participation, and adherence to the rules, routines, and procedures established by the P.E. teachers.

STUDENT DRESS CODE

Grooming and dress must not constitute a distraction or interfere with the educational opportunity of other students.

Dress that draws excessive or unnecessary attention to the extent of disruptive, potentially disruptive, or suggestive of disruption or violence, are not allowed.

Dress suggestive of potential violence, disruption, physical harm to school employees, students, or visitors, is prohibited. School administrators have the authority to prohibit such dress.

Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging or suggesting drugs, drug paraphernalia, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, or other students, or to the school environment.

Dress Code applies to normal school hours and extends to any school-related activity.

Exceptions are approved by the principal.

Monrovia Middle School - HAWKS SOAR

The Principal, or his/her administrative designees, has the authority to determine inappropriate dress and violations to this policy. Violation of the dress code will result in disciplinary action.

Students must comply with the following guidelines:

Coats and Outer Garments

Coats and outer garments must be fully unzipped inside school building and are to be taken immediately to a locker. Sweatshirts, sweaters, vests, and pullovers are allowed.

Jewelry and Body Piercing

Piercings that do not distract or draw unnecessary attention are permitted. Wallet chains and/or oversized chains are not allowed at school or on school buses.

Pants, Shorts, Dresses, and Skirts

Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner, *i.e.* clothing must not be too tight, too short, bare at the midriff or sides. Sun dresses, off the shoulder tops, spaghetti straps, low-cut, sheer or see-through clothing may not be worn.

Pants should not be excessively baggy, sagging, or otherwise obviously distracting and revealing.

NO HOLES IN PANTS ABOVE THE KNEES. LEGGINGS ARE NOT CONSIDERED PANTS.

Shorts, skirts, and dresses too short in length are not allowed. A general guide to length is that the item should fall to the mid-thigh when arms are fully extended to the side. The wearing of shorts or leggings does not change the length requirement for garments.

Athletic shorts and sweatpants are acceptable.

Shirts, Blouses, and Tops

Shirts are not to be too tight, or bare at the midriff or sides. Shirts and tops should cover bra straps. Bra straps are not permitted to be exposed. Tops worn with leggings must be mid-thigh length.

Footwear

Shoes or sandals must be worn. Foot apparel determined to be dangerous or a safety hazard may not be worn.

Hats, Caps, and Sunglasses

Hats, caps, and bandanas, are not permitted in the school during regular hours or on school buses.

Non-prescription sunglasses are not to be worn in the school or on school buses. Any exceptions must be approved by administration.

Monrovia Middle School - HAWKS SOAR

**PLEASE READ, SIGN, AND RETURN THIS FORM IMMEDIATELY
UPON RECEIPT OF HANDBOOK**

Dear Parent/Guardian,

By signing below, you acknowledge in writing that you have received
and read the Parent/Student Handbook of Monrovia Middle School.

Please complete the form below, remove from the Handbook, and
return it to the school. Your immediate cooperation is appreciated.

Student Name(s) _____

Parent/Guardian _____
Please Print

Signature of Parent/Guardian _____
Date _____

Monrovia Middle School - HAWKS SOAR