

Springville Middle School

2020-21



Student Handbook

St. Clair County Schools
Every Student Prepared

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SPRINGVILLE MIDDLE SCHOOL



Vision

Every Student Prepared

Mission

Educate and equip every student for lifelong success.

Beliefs

SMS should provide a comprehensive, challenging, purposeful, integrated, relevant, and standards-based curriculum that offers opportunities to develop personal responsibility and respectful behavior as they acquire the knowledge, skills, and character needed to contribute to society.

Springville Middle School

Faculty/Staff Roster

Administration

James Talton, Principal
Arron Cox, Assistant Principal

Counseling

Sarah Whiteside, Counselor

Special Education

Shannon Daniel
Merrie Golden
Amy Stanford
Julie Graben

Physical Education

Ken Bledsoe
Jade Robertson
Chris Cence

Library

Donna Donaldson

Band

Aaron Saxon

Classroom Teachers

6th Grade

Karie Andrews
Anita Corbin
Sarah Deming
Lisa Gravlee
Ashley McDuffie
Becky Moss
Angela Preston
Kate Riker

7th Grade

Megan Childress
Chris Freed
Gabriel Higdon
Brittany Newbold
Peggy Russo
Shannon St. John
Cody Wilkerson

8th Grade

Cole Corkren
Dana Davis
Joshua Huffstutler
Amy Love
Becky NeSmith
Hope Seabrook
Elizabeth Thompson

Support Staff

Kim Booker, Book Keeper
Sam Brasher, Custodian
Jennifer Goff, Aide
Brittany Gullede, Aide
Crystal Looney, Aide
Doris Martin, Custodian
Lisa Thompson, Nurse
Charlotte Walker, Secretary

All faculty email addresses are firstname.lastname@sccboe.org. (i.e. james.talton@sccboe.org)

INTRODUCTION

This handbook is designed as a guide to aid the students, parents, and teachers in an understanding of school policies and standards as related to absences, disciplinary action, school organizations, and grading systems. This handbook is provided as a supplement to the St. Clair County *Code of Conduct* provided by the St. Clair County School System.

The policy of Springville Middle School is that no person be excluded from participation in, or subjected to discrimination in any program or activity on the basis of race, creed, color, religion, national origin, sex, age, handicap, or similar personal distinction.

Philosophy and Goal of Springville Middle School

Springville Middle School recognizes that productive relationships among students, families, school, and community require mutual effort and cooperation. The faculty and staff of SMS provide a program of educational and co-curricular activities that fosters the development of resourceful, well-adapted students. Providing for the successful transition of students from elementary school to high school is a major goal.

To allow our students to develop self-esteem and respect for others, the faculty provides a proper atmosphere for learning by serving as positive role models, creating a relaxed, pleasant climate, and requiring behavioral standards necessary for maintaining order. Our philosophy supports the premise that each student is a unique individual who merits every opportunity to develop his highest potential. SMS believes that the more educated a student becomes, the more choices and opportunities he has to positively contribute to society. The ultimate goal of SMS is to provide opportunities for our students to develop personally, intellectually, emotionally, physically, and socially in order to depart from our school having the foundation on which to build successful lives.

Core Beliefs

We believe...

- Students are the driving force behind everything that we do
- Assessing and monitoring students learning is the guiding force of our teaching goals
- Family involvement enhances learning
- In providing opportunities to foster independence
- Remediation creates more opportunities for success
- Instruction should be tailored to students needs
- Students benefit from self-assessment of skill mastery
- A clean, safe, motivating environment is necessary for learning
- Failure is not an option
- In working to instill a sense of civic, social and moral responsibility in our students
- Students should be provided with appropriate and competitive experiences.

School Admissions/ Attendance/ Transportation

Absences:

All student absences shall be designated either “excused” or “un-excused”. Excused absences shall be for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian Examples include but not limited to the following:
 - a. serious family illness
 - b. family emergency
 - c. legal appointments with documentation
 - d. religious holidays
7. Individual College visits are limited to two per year. Proper documentation must be provided to principal.

Excessive Absence is defined as Ten (10) days absent for a student in grades K-12.

Days of absence beyond ten (10) must be documented by a physician’s statement or a court order to be considered excused. **A parent note of explanation is not acceptable for absences after the tenth (10th).** Absences without physician’s statement or court order beyond this number will be considered unexcused without exception.

Family Vacations can be excused but will be applied to the 10 Parent Note limit per year.

See **Truancy/Early Warning Referrals info. In the St. Clair County Code of Conduct.**

Check-in/out/Tardies To School:

Students are required to be in their homeroom by 7:45 am. Any student who is not or has not checked in with their homeroom teacher will be considered tardy to school.

Springville Middle School will enforce the following consequences concerning unexcused tardies.

Middle/Jr. High Tardy To School Ladder (Per Semester)	
Tardy 1	Warning
Tardy 2	Warning
Tardy 3	1 hour detention
Tardy 4	Warning
Tardy 5	Warning w/Parent Conference
Tardy 6	2 hours detention
Tardy 7	Saturday School
Tardy 8	1 day of ISS (In-School Suspension)
Tardy 9	1 day of OSS (Out of School Suspension)
Tardy 10	10 day placement at Alternative School.

Students may be checked out during the school day by the parent/guardian or those persons listed on the student's information sheet. Students may not leave the school during the day with anyone other than those individuals listed on the check-out sheet unless the parent has talked to the Principal or secretary by phone or has sent a signed note requesting that a named individual check the child out of school.

Deliveries:

No deliveries of gift items (flowers, balloons, candy, stuffed animals, etc.) will be allowed during school hours.

School Hours:

The doors will be open at 7:15 am. School begins at **7:45 AM**. Students not in homeroom at 7:45 AM will be marked tardy. **Because supervision is not provided, students should not arrive before 7:15 AM.** Most students will enter the building from the bus loading/unloading area. Students should visit the restroom before going to their locker and homeroom. Students are not allowed to leave homeroom for any reason without first obtaining permission from their homeroom teacher. School will dismiss at 3:00 pm.

Telephone:

Use of the telephone in the office is limited to emergencies with permission from the school office personnel.

Transportation:

Car Riders: Car riders will be dismissed at the (2:58 pm) dismissal bell. These students will be picked up in the drive at the front of the Springville Middle School Campus or in front of the lunchroom. Parents at this pickup site will enter from and exit to Main Street or Pine Street.

All students that are to be picked up in the carline must walk down the center sidewalk and wait to be instructed to get in a car. **Parents will not be permitted to park and walk up to get their child.**

Bus Riders: St. Clair County Bus Drivers will be issuing discipline slips to document bus rule violations and consequences of such violations. A student receiving a third bus discipline slip will be referred to the Assistant Principal for further disciplinary actions.

Walkers: Students who walk to and from school must have signed documentation from a parent stating that their child will be leaving school and walking to a predetermined location.

Any Changes to a student's transportation assignment must be made **in writing in advance**. Please do not call and leave messages on voicemail for changes in transportation needs.

Visitors:

Visitors are permitted on campus during school hours when they have specific business with school staff. Exceptions will be for some school functions during school hours provided the visit has been approved by the administrative staff. All visitors must enter the front door and report to the office for a name badge. No former students will be allowed to visit current students.

Curriculum/Activities/Student Services

Athletics:

Guidelines for athletics, including tryouts for cheerleader, are outlined in the St. Clair County Code of Conduct. Athletic forms can be printed from the Springville Middle School Website at www.sccboe.org/sms

Meals:

Breakfast:

Students who wish to eat breakfast must go directly to the lunchroom before entering the main building. They should report to the designated morning area when finished. Students will not be allowed to linger or socialize in the lunchroom.

Lunch:

Our lunchroom staff takes pride in offering a nutritional lunch. A courteous attitude must be maintained in the lunchroom at all times. Because a student performs better academically with proper nutrition, all students at SMS should eat lunch. The following regulations should also be observed:

ALL STUDENTS ARE ENCOURAGED TO EAT LUNCH. Students may bring lunch from home or purchase it in the lunchroom. St. Clair County Board of Education policy no longer allows students to charge meals. Please make sure that you child either brings a lunch or has funds in his/her account.

No outside food or drink (i.e. fast food, etc.) is allowed in the lunchroom in it's original container. This rule applies to students, visitors and employees.

Garbage must be deposited in receptacles provided and tables/surrounding area free of trash before leaving the lunchroom.

Break:

Students will have a designated "break" time. No food or drinks will be permitted elsewhere. Students will be responsible for leaving the break area clean when they leave. The following guidelines should be observed during break:

- Students may go to their designated break area only when the teacher is present.
- Correct change for break must be brought to school

- Reimbursement for money lost in machines will be made in the office upon verification from the teacher. Reimbursements will not be made to a student if a teacher is not present.

Money placed in machines marked "Out of Order" will not be refunded

Counseling Program:

The goal of the counseling program is to help SMS students develop the academic and personal skills they need to allow them to be successful in high school. Counselors hope to help students develop a sense of who they are, identifying strengths and interests that will allow them to choose a career and lifestyle that will be satisfying and rewarding. In addition to classroom programs, the counselor schedules individual sessions as needed to help students. In order to earn the trust of the students, strict confidentiality is maintained at all times. While the counselor may strongly encourage students to discuss an issue with parents and teachers, students are informed that the counselor will only share information under two conditions:

1. There is a situation that threatens the safety of the student or someone the student knows.
2. There is evidence that a law has been broken.

Parents are encouraged to contact the counselor at any time through the main office.

DISCIPLINE: (See St. Clair County Code of Conduct)

Students at SMS are expected to behave properly while at school. No student will be allowed to distract or hinder another student during classroom instruction and guidance. Students misbehaving may be subject to an office referral, an office referral, detentions, Saturday School, corporal punishment, suspension or alternative school placement. **A student will be denied the opportunity to go on field trips if his/her behavior warrants such a denial. (Two or more suspensions, Ruben Yancy Alternative School, or two or more Saturday School placements)**

Policy for Class I Offense

Certain disciplinary infractions do not justify an immediate office referral but must be addressed. These behaviors are known as **Class I offenses**. Each teacher at Springville Middle School will be using a system of to manage and document Class 1 offenses. (Information about Class I offenses can be found in the St. Clair County School's Code of Conduct.) The following will help you understand classroom demerits and help your child avoid a referral to the office.

<i>Class One Office Referral</i>	
Student _____	
Date _____	
Teacher _____	
* Please refer to the St. Clair County School's Code of Conduct for further clarification of Class I Offenses	
_____	Distraction
_____	Unexcused tardy to class
_____	Non-direct use of profanity or obscene manifestations
_____	Non-conformity to dress code
_____	Inappropriate display of affection
_____	Refusal to complete assignment
_____	Failure to bring materials to class
_____	Failure to follow directives
_____	Misuse of school property
_____	Littering
_____	Inappropriate behavior
_____	Failure to return correspondence
_____	Unauthorized food or beverage
_____	Any other violation _____
<i>I understand my responsibility to notify my parents of this demerit notice</i>	
Student's Signature _____	
Teacher's Signature _____	
Notes:	

A Class I offense will be documented with a Class I Office Referral in triplicate. Each time a student receives an office referral; he/she must sign it along with the teacher. A copy will be turned in to the office, the teacher will keep a copy and the third copy will go home with the student. When a student has accumulated three (3) referrals, he/she will be referred to the office for initiation of the **“Discipline Ladder” (to be implemented by all St. Clair County schools)**. For further clarification see **“Discipline Ladder”** in the next section.

Class I Office Referral cont.

On each office referral, parents may request a phone call or email to further clarify the infraction.

Students need to understand that receiving an office referral is to encourage corrective measures for minor classroom offenses. Receipt of a Class I offense notice should serve as a documented warning to change the behavior.

Your signature on the receipt of student handbook indicates your understanding of this policy.

DISCIPLINE LADDER

St. Clair County Schools Middle/Jr. High Discipline Ladder	
Step 1	1 hour Detention
Step 2	2 hours Detention
Step 3	4 hours Detention or Saturday School
Step 4	1 Day In-School Suspension
Step 5	3 Days In-School Suspension
Step 6	1 Day Out of School Suspension
Step 7	3 Days Out of School Suspension
Step 8	5 Days Out of School Suspension
Step 9	10 Days Alternative School Placement
Step 10	Extended Stay Alternative School Placement
Step 11	Out of School Suspension Pending Hearing

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of

DISCIPLINARY REFERRAL

disciplinary referral is a referral to the office for those offenses that must be handled by the Assistant Principal for the assignment appropriate disciplinary action (According to the appropriate step on the

discipline ladder adopted by the St. Clair County School System).

AFTER SCHOOL DETENTION

After school detention is held at SMS as an alternative disciplinary measure. Students may be assigned after school detention for Class I disciplinary offenses or classroom misconduct. After school detention is held after school **until 4:00 PM. After school detention supersedes ALL after school activities including band, cheerleading or athletic teams.** Students who cut detention will be assigned Saturday School or suspended.

LUNCH DETENTION

A student may be assigned to detention during the designated lunch period as an alternative discipline measure. Students may be assigned lunch detention for Class I disciplinary offenses or classroom misconduct. Students assigned to lunch detention will not miss lunch. They will eat lunch in the detention room separate from the student body and required to complete work assigned by their teacher and/or administration.

SATURDAY SCHOOL PLACEMENT

Saturday School is held at St. Clair County High School in Odenville, AL. It is the parent’s responsibility to ensure that transportation is provided to and from Saturday School. Students should report prior to 8:00 AM. They will not be permitted to enter after 8:00 AM. The program dismisses at 11:30 AM. **It is our policy to suspend students who fail to attend Saturday School unless extreme circumstances prevented attendance.**

PARENT/TEACHER CONFERENCES:

Parent/Teacher Conferences are encouraged whenever a parent or teacher has concerns that need to be discussed. Parents should call the counselor and or School Administration to schedule an appointment. Parent/Teacher conferences will be scheduled during the teacher's planning period whenever possible.

PROMOTION POLICY

- Students must comply with the attendance policy.
- Students must pass **English, reading** and **math** to be promoted to the next grade.
- Students who fail two of the remaining core classes will not be promoted to the next grade unless that student attends summer school and receives a passing grade to remove one of the failing grades.
- Passing grades may be earned during the regular school year or through summer school.
- Only one core subject may be attempted in summer school.
- Any student having been retained in the same grade for two (2) years may be placed in the next grade at the discretion of the principal.
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iNOW HOME PORTAL:

Parents can access important information about their children directly from the computer. Parents and students can view **grades**, class **schedules**, **attendance** records, **discipline** reports, **activity announcements** and notes from teachers. In order to receive this free access, please contact the school office to receive your child's personal user name and PIN number.

FIELD TRIPS:

Field trips are important to our educational process. Although we want all field trips to be an exciting adventure for our students, they have an instructional purpose. Any time students are taken off campus, rules and regulations must apply to make the trip safe and pleasant for the students. **Students going on school-sponsored trips must ride the bus to and from the destination with all other students.** Parents going on field trips will go as chaperones and may not take other children. Chaperones may be requested to provide their own transportation. Students whose parents are serving as chaperones are subject to the same rules and regulations as the rest of the class.

A student **CAN BE DENIED** the opportunity to go on field trips if his/her behavior warrants such a denial. **(Two or more suspensions, Excessive Detentions, Ruben Yancy Alternative School placement, Saturday School placement or any combination of two from this list.)**

LIBRARY:

Students most often come to the library for a **scheduled lesson** in the Main Library or the Computer Lab. Their class may meet with the Librarian for instruction, or the classroom teacher may conduct their class in the Library/media center for access to library materials or computers.

Students may also come to the library from **their class** with a Library Pass. Students must stop at the main door to sign in and out. They are expected to conduct themselves according to the behavioral expectations of the library staff, and respect our culture of quiet work, reading, and contemplation.

Students come to the Library with a pass to:

- sign out or return library materials,
- work on research,
- use a computer for class assignments, or to
- read books & magazines.

Students wishing to work independently in the library during the day are required to have a pass from their subject-area teacher whose assignment they will be working on.

Independent access to the Library Media Center is contingent on a student's behavior and borrowing record. Inappropriate behavior or overdue materials will result in the loss of library privileges.

MAKE-UP WORK:

Students with **EXCUSED** absences will be allowed to make-up work missed. The responsibility for making up work rests with the student. Students have **two (2) days** per day absence to complete all make-up work for excused absences. Daily assignments will be posted in Microsoft Teams. Students may check teams daily for current assignments.

Students who have a physical injury or other health problems which require them to be excused from PE class will be given an alternative assignment for their grade. Extended absences must be justified by a doctor's excuse.

MEDICINE:

If a child is required to take prescription or non-prescription oral medication during school hours and the parent/guardian cannot administer the medication, the medication must be delivered to the school by an adult. **Students cannot bring their own medicine to school.** If the medication is brought to school by the parent, it is to be taken to the office and left with the school nurse or office personnel. Written instructions, signed by the parent/guardian and the physician will be required and shall include the following: child's name, name of medication, dosage, and time to be administered. A medication form is provided upon request. All medications are to be administered by the nurse or designee. Unused medications must be picked up on or before the last day of school. Medications not picked up will be destroyed at the end of the last student school day.

PHYSICAL EDUCATION:

Students must adhere to the dress code for P.E. as described by their P.E. teacher at orientation.

Students will be allowed to use ten (10) parent notes during each semester to be excused from physical activity during PE. All other excuses must be from a physician. **Students who refuse to participate will be required to walk during the class period.** This should not be viewed as punishment instead it is a means of ensuring that all of our students receive some form of daily physical activity.

In our academic-based classes, students must have required materials and complete assignments in order to participate in class. We hold these same expectations for our P.E. classes; therefore, students who do not dress out in P.E. without a parent or doctor's excuse can be recorded as "Refusal to Complete Class Assignment (1.08 SCC Student Code of Conduct)." After seven infractions, students can be sent to the office and receive detention for the first referral. Subsequent referrals can result in Saturday School, and suspension in that order.

TEXTBOOKS

Textbooks are the property of Springville Middle School and the St. Clair county Board of Education. Each student will be issued one or more textbooks at the beginning of the school year. The books will be assigned to individual students by number/barcode. The condition of the book will be noted at this time. **Students are responsible for their textbooks throughout the school year and for returning them at the conclusion of the school year.** Lost or damaged textbooks must be paid for or replaced as soon as possible. Promotion can be denied until reimbursements for damage or loss are made.

TOYS:

Toys/recreational items, unless specifically asked for by a teacher, are a distraction and must be left at home. Such items will be confiscated on sight and will be returned to the parent only. Repeat offenses will warrant further disciplinary action. Items must be picked up no later than one week after school closes in May.

Springville Middle School

Student Handbook Receipt *2020-2021*

I, _____, acknowledge that I have received a copy of the Springville Middle School Student Handbook. I acknowledge that I have read this handbook and understand the policies contained within this handbook apply to me as a student of Springville Middle School.

Student Signature

Parent Signature

Date