



Priceville Junior High School
2019-2020
STUDENT HANDBOOK

Property of: _____

RETURN THIS FORM TO YOUR ADVISORY TEACHER

Please sign, date, and return this page to your child's advisory teacher as soon as possible.

Parents, this handbook along with the Morgan County Handbook is covered with your child at the beginning of the school year by their teachers. Please keep both handbooks with you for reference throughout the school year and tear out the sheets that need to be returned to the advisory teacher.

I have read the Priceville Junior High School Student Handbook and do understand the information within.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

ADDRESS

HOME PHONE/CELL PHONE

DATE _____

____ Yes: I would like to volunteer at PJHS. Contact me
at: _____

If you have any questions or comments about this student handbook, please contact Ashley McCulloch at 355-5104.

BY SIGNING THIS SHEET, YOU ARE ALSO SIGNING THE BYOD PERMISSION.

Don't forget to indicate Corporal Punishment or No Corporal.

1:1 Initiative – Chromebooks (7th- 8th grade ONLY)

The Morgan County Schools 1:1 Initiative gives students the tools to have instant access to the world of information. This year the usage fee will be \$30.00 and is collected for the Asus laptop devices. Any cost to repair or replace laptops for intentional misuse or otherwise avoidable damages will become the responsibility of the student at a cost up to \$200.00. See handbook section 1:1 Initiative for further details of this program.

STUDENT NAME AND GRADE

PARENT/GUARDIAN NAME

DATE

MEDIA PERMISSION FORM:

(Tear this sheet out and return to advisory teacher)

There are occasions when the children at Priceville Junior High School may be photographed or videotaped for newspaper, television publication, facebook, for publication on the PJHS web page, for publication in the yearbook, or for publication on the Morgan County web page. The student may be shown working in the regular classroom, on the playground, or in other school situations. (i.e. playing sports, eating lunch, etc.). We need your response for our file.

Please check one of the spaces below:

Yes, my child has permission to be photographed or videotaped for the publications listed above.

No, my child **may not** be photographed or videotaped. Checking this box prohibits the publishing of your child's name in any media source, including the yearbook.

STUDENT NAME AND GRADE

PARENT/GUARDIAN NAME

DATE

This handbook is to be used in conjunction with the Morgan County Schools Student Handbook. This handbook includes procedures that are exclusive to Priceville Jr High School and Morgan County Schools. If you have any questions or comments about this handbook, contact the administration of the appropriate school.

OFFICE HOURS: 7:30-3:10 Monday - Friday

IMPORTANT CONTACTS

PJHS office: 256-355-5104

Principal - Mrs. McCulloch Asst. Principal - Mr. Hopkins

Secretary- Mrs. Bradford Bookkeeper- Mrs. McCutcheon Counselor - Mrs. Gates School Nurse- Mrs. Moss

MISSION STATEMENT: Every child a graduate. Every graduate prepared to lead.

VISION STATEMENT: Morgan County Schools will provide opportunities for ALL students and employees to excel in LEARNING, establish strong RELATIONSHIPS and foster positive LEADERSHIP.

STUDENT ENROLLMENT: All children having legal residence within the boundaries of the Morgan County School System and meeting the legal entrance age requirements shall be eligible to attend Morgan County Schools.

First time enrollees should furnish at the time of registration:

- proof of residency
- certified birth certificate**
- Certificate of immunization, and
- certified social security number**

Transfers during the school year will not be permitted unless the parent/legal guardian has changed residence. *Board Policy FILE JBCA*

**Disclosure of Social Security numbers (SSN) and Birth Certificates is voluntary only. SSN and BC's are used by the district for the limited purpose of properly identifying students for record-keeping, transcripts and are kept confidential. The lack of or refusal to provide a SSN and/or BC will have no impact on the district's enrollment decision. Students who enroll without a social security number will be assigned an alternate identification number.

Out of district students may be enrolled at the discretion of the principal.

***A student that lives outside the Priceville district lines must remain in good standing in the following areas or be subject to withdrawal by school administration:**

- Academics
- Attendance
- Discipline

DRESS CODE

Priceville Jr High School will follow Morgan County Schools student dress code. The Principal shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is disruptive, distracting, or is in violation of health and safety rules.

CELL PHONES/ELECTRONIC DEVICES

The following applies to all students in grades 5-8:

1. A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school principal or designee until the parent is notified. Students may pick up their phone at the end of the school day.
2. Thereafter, the parent may pick up the device by appointment. Any subsequent violation shall result in the device being taken from the student and retained until the close of the next school day following the day that the parent received notification or earlier at the principal's discretion.
3. Moreover, for a violation, the student may receive additional consequences in accordance with the district's code of conduct. The student will be disciplined for being disrespectful or defiant of school authority (Class II, 2.01).
4. The District does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

***Students are not permitted to use their cell phones to make calls without permission.**

*** Students will be NOT be allowed to use their cell phones on campus. THIS INCLUDES ALL STUDENTS ON SCHOOL GROUNDS, INCLUDING BATHROOM, AND CAR LINE.**

***Headphones and earbuds will not be permitted at any time.**

***Students are not allowed to video or take pictures of anyone with or without their permission. Violation of this policy can lead to an alternative school referral for 10 days.**

TELEPHONE USE

Students will only be called to the phone in case of emergencies. Students will be allowed to use the phone with approval from the administration for emergencies.

POSITIVE REINFORCEMENT FOR DISCIPLINE

Field trips

1. No suspensions and/or alternative school placements.
2. No more than 3 ISS referrals
3. All fees must be paid.
4. No more than 5 Unexcused absences per semester.
5. Be in good academic standing (not failing any classes)

The principal will be the final authority in allowing students to participate in the above activities.

LUNCHROOM PROCEDURES

Students will go to lunch under the direction of their appropriate teacher and will stay in the cafeteria until the bell rings. Students are not to go to their lockers or restrooms during lunch without permission from their teacher. Students are to remain in the cafeteria during their lunchtime. No food or drinks may be taken outside the cafeteria. We ask that parents not bring outside food to their children during the lunch time. However, if you choose to do so items will only be allowed for your children and a special seating area will be provided for you to enjoy your time together.

5th & 6th Grade PJHS Bell Schedule

PERIOD	START TIME	END TIME	MINUTES	
Advisory	7:50	8:05	15	**5th Grade Lunch 11:25-11:50 **6th Grade Lunch 10:55-11:20
1 st	8:10	9:00	50	
2 nd	9:05	9:55	50	
3 rd	10:00	10:50	50	
4 th	10:55	12:15	60	
5 th	12:20	1:10	50	
6 th	1:15	2:05	50	
Break	2:05	2:10	10	
7 th	2:15	3:05	50	

7th & 8th Grade PJHS Bell Schedule

PERIOD	START TIME	END TIME	MINUTES	
Advisory	7:50	8:05	15	**7th Grade Lunch 12:20-12:45 **8th Grade Lunch 11:55-12:20
1 st	8:10	9:00	50	
2 nd	9:05	9:55	50	
3 rd	10:00	10:50	50	
4 th	10:55	11:45	50	
5 th	11:50	1:10	50	
6 th	1:15	2:05	50	
Break	2:05	2:10	10	
7 th	2:15	3:05	50	

BULLDOG PERIOD & RTI: Due to the amount of sickness and importance of grades in our academic classes. We have created an RtI (Response to Instruction) period for students to make up work that is late or work that they missed from being absent. If a student has makeup work and checks out during this time the student will be required to go to ISS during their elective and PE the following day until work is made up and turned in to each teacher for a grade.

CHECK-IN/OUTS

Check-in/outs will be handled through the main office. **Teachers will not allow students to enter class without a note from the office.** Teachers will not allow students to leave their classroom unless instructed by school personnel. NOTES OR TELEPHONE CALLS SHALL NOT BE ACCEPTED FOR THE PURPOSE OF CHECK-OUT OF A STUDENT.

****Students can not be checked out by anyone not on the contact list. The contact list can only be changed in person by the parent or guardian. A valid ID must be shown for all checkouts. Also, teachers are not allowed to be on checkout lists. ****

TARDIES TO CLASS AND SCHOOL: Students who arrive after school begins at 7:50 must report to the office and will check in. They will receive a tardy. Students shall be in the classroom and seated when the bell rings to not be considered tardy. **Teachers will allow three tardies to their class each semester, any tardy after the third one will be written up on a discipline slip and sent to the office.**

1ST, 2ND, 3RD TARDY: Conference

4TH TARDY: One resolution. ISS for one day if not completed.

5TH TARDY: One day morning, lunch, and break detention or 2 resolutions. ISS for 2 days if not completed.

6TH TARDY: Three days morning, lunch, and break detention or 3 resolutions. ISS for 3 days if not completed.

7TH TARDY: Five days morning, lunch, and break detention or 5 resolutions. ISS for 5 days if not completed.

8TH TARDY: Five days in ISS.

9TH TARDY: Six days in ISS.

10TH TARDY AND SUBSEQUENT VIOLATIONS: Ten days in ISS or Out of School Suspension or Alternative School.

EXCUSES: In accordance with state law, a parent or guardian must explain the cause of every absence of students under his/her control or care. Every student, upon return to school, must bring a written excuse from home within three days following the absence signed by the student's parent or guardian for each absence. A total of 10 parent notes will be accepted for the year. All other absences will require a doctor's signature to be excused. **These written notes will NOT be given to classroom teachers, but presented to the attendance officer located in the main office.**

MAKE-UP WORK FOR ABSENCES : If a student is absent for any reason, the student shall be allowed to make up all major assignments and other work missed during said absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. The student shall be responsible for contacting the teacher or teachers to arrange make-up work. Time limit – Plans to complete make-up work must be made within **three (3) days** after returning to school from an absence.

UNEXCUSED ABSENCES

1st unexcused absence we will send a letter home to the parent or guardian.

5th unexcused absence the student will be turned into the Attendance office at the C.O.

7th unexcused absence the student will be turned into the Attendance office at the C.O. and a petition will be filed

TRIPS OR VACATION: Parents, please get absences pre-approved by Mrs. McCulloch for vacations/family trips that are several days. A letter, or email, must be submitted within 10 days of the requested absence(s). Assignments can be collected beforehand, so your child will not fall too far behind in their work. If students have excessive absences, the principal **will not** pre-approved/ excuse the absence.

EXAM POLICY: (5th- 8th grade) Students must show growth on the Performance Series Test and may not have more than 5 absences per semester in order to be exempt from their exams. Exam schedules and exemption forms will be sent home with students prior to exam time.

PROGRESS REPORTS/REPORT CARDS

1ST Nine Weeks Grading Period: Progress Reports Go Home: September 13 & Report Cards Go Home: October 18

2ND Nine Weeks Grading Period: Progress Reports Go Home: November 15 & Report Cards Go Home: January 10

3RD Nine Weeks Grading Period: Progress Reports Go Home: February 7 & Report Cards Go Home: March 6

4TH Nine Weeks Grading Period: Progress Reports Go Home: April 17 & Report Cards Can Be Picked Up: May 26

INOW ACCESS: Parents, it is very important that you contact Connie Bradford, 256-355-5104, to receive your login user name and not use your child's user name. If you use your user name, you will see all of your children with one log in.

NURSE'S OFFICE/MEDICINE PROCEDURES: Any student with emergency health or safety situations should consult the school nurse. Students **MUST** have a pass from a teacher to enter the health room. Students shall not be permitted to take medicine while at school unless medicine is given to them by the school nurse or his/her designee acting under the specific request of the parent or guardian. Students are not permitted to possess drugs of any kind at any time on school property. Any student that needs to take medicine must fill out the Medication Form available in the health room. * Students should go to the nurse's office if they are sick and let the nurse call the parent. If the student is found too sick to be at school, the nurse will call. A nurse's call is considered an excuse for the absence. **If a student sneaks and uses his/her cell phone to call the parent, the cell phone procedures apply.**

LOCKERS: All students may buy a locker. Students are responsible for the security of their lockers, and no students should share a locker. All backpacks should be placed in lockers upon arrival to school.

INTERNET GUIDELINES: Computer, Internet access, and other technology will be made available for approved educational uses. Inappropriate use or abuse will result in suspension of privileges and/or disciplinary action.

HALL PASSES: Students must have the required hall pass from a teacher to be outside the classroom during class hours.

Food and Drink: No food, candy, and or drinks shall be allowed outside the cafeteria or designated break area unless the student has special permission from the principal. This means that students are not to carry these items into a classroom.