

**Bay Minette Middle School
Student Handbook
2021 - 2022**



Dr. Zack Wigstrom
zwigstrom@bcbe.org
Principal

Mrs. Lisa Creps
lcreps@bcbe.org
Assistant Principal

Mr. Oliver Sinclair
osinclair@bcbe.org
Assistant Principal

1311 West 13th Street
Bay Minette, AL 36507

Telephone: (251) 580-2960
Fax: (251) 580-5120

www.bayminnettemiddle.com

Name: _____

Homeroom Teacher: _____ Homeroom #: _____

By signing my name, I acknowledge the receipt of this handbook.

Student Name: _____ Date: _____

Parent Name: _____ Date: _____

BCBE MISSION

In partnership with the community, the mission of the Baldwin County Board of Education is to provide a quality education that fosters learning. It is the mission of the Baldwin County Board of Education to strengthen our community by educating our students to become productive citizens. Our vision is to create a world class learning environment.

***Information in this handbook is subject to change due to the submission date of printing OR change in policy.**

BMMS MISSION STATEMENT

We are the TIGERS!! Together we will move from good to great.

Together we will:

Inspire,

Guide,

Educate,

Responsible, Respectful & Resourceful

Students

Our mission is to prepare every student for success at Baldwin County High School.

EXPECTATIONS OF STUDENTS

- **BMMS students are expected to be dreamers. Work towards the things you dream to be.**
- **Students should be regular in attendance to school and should report to school on time.**
- **Students are expected to make mistakes. When you make a mistake, learn from it and move forward.**
- **Students are expected to be their best selves.**
- **Students should exhibit an acceptable attitude toward fellow students and school personnel.**
- **Each student is expected to learn and be creative in the learning process.**
- **No student shall intimidate, nor put their hands on another student. Students shall obey adults at all times. If a student is threatened by another student, the student should report such a threat to a teacher immediately. If two students exchange blows, pushes, shoves, or any aggressive gesture, both students will face consequences for their actions.**
- **Students are encouraged to get their families involved in the learning process.**
- **Students should abide by all school rules and regulations.**

- **Students are expected to have high expectations of their teachers and administration.**
- **Students should show respect for the property of other people and for the school building.**
- **Students are expected to take ownership of their learning and data.**
- **Students should assume responsibility for having necessary tools and materials in class.**
- **Students are expected to apply themselves actively in achieving academic goals. They should work while in class according to their teacher's directions.**
- **Students are expected to have fun at school. Grow, learn and be ready for your future when you leave BMMS.**

BAY MINETTE MIDDLE SCHOOL FACULTY

Language Arts Department

Lisa Dickson

ldickson@bcbe.org

Gina Thompson

gthompson@bcbe.org

Ashley Sellers

asellers@bcbe.org

L. Renee Richardson

lrrichardson@bcbe.org

Math Department

Catherine Ann Brooks

cbrooks@bcbe.org

Kim Sanderson

ksanderson@bcbe.org

Angealisa Carpinone

acarpinone@bcbe.org

Olivia Deering

odeering@bcbe.org

Science Department

Darla Herrin

dherrin@bcbe.org

Elizabeth McFadden

emcfadden@bcbe.org

Jennifer Jones

jjjones@bcbe.org

Karin Ralston

kralston@bcbe.org

Social Studies Department

Joel Graham

jgraham@bcbe.org

Tracy Greene

tgreene@bcbe.org

Tyler Harden

tharden@bcbe.org

Shelia Seale

sseale@bcbe.org

P.E. Department

Sara Bowers

sbowers@bcbe.org

Owen Davis

jdavis@bcbe.org

Special Education Department

Mary Bartram
Robin Cook
Michelle Lawrence
Shelly Putty
Chloe Vinson
Lindsay Killen
Melanie Holbert

mbartram@bcbe.org
rcook@bcbe.org
mlawrence@bcbe.org
sputty@bcbe.org
ecvinson@bcbe.org
lkillen@bcbe.org
mholbert@bcbe.org

Band

Joshua Williams

jdwilliams@bcbe.org

Librarian

Rhonda Campbell

rcampbell@bcbe.org

Art

Pam Coffman

pcoffman@bcbe.org

Career Tech

Dana Markulj

dmarkulj@bcbe.org

Health

Michael Donaldson

mdonaldson@bcbe.org

Reading Studies

Tonya Jones

tljones@bcbe.org

Curriculum Leader

Kelli Wallace

kwallace@bcbe.org

SCHOOL DAY

Bay Minette Middle School will have a seven period day during the 2020 - 2021 school year. All students will take Language Arts, Math, Science, Social Studies, and Physical Education. All students will have a class period for either intervention or an elective.

Dismissal: Car riders report to WEST side of campus. 1st wave bus riders report to EAST side of campus. Other bus students report to designated classrooms. Walkers and bike riders report to the front office. Students reporting to the high school will be transported by bus with parent permission.

HALLWAYS SHOULD BE CLEAR OF STUDENTS AND BUILDING SECURED BY 3:30. STUDENTS ATTENDING EXTRA CURRICULAR ACTIVITIES WILL BE UNDER PROPER TEACHER SUPERVISION. STUDENTS SHOULD NOT BE ROAMING THE HALLWAYS OR ALLOWED TO EXIT THE BUILDING WITHOUT AN ADULT PRESENT.

SCHOOL VISITORS

Instructional time will not be interrupted to deliver messages to students. Students will not be able to receive phone calls or deliveries during the school day.

To enter BMMS, individuals must ring the doorbell on the left side of the front entrance and present their identification.

Students:

Pupils are not to visit other schools during school hours except for school-sponsored events. Pupils who are found in violation of this are subject to disciplinary action and may be considered trespassing.

****PROPERTY IS UNDER AUDIO AND VIDEO SURVEILLANCE. ALL VISITORS
MUST SIGN IN AND FILL OUT A NAME TAG.****

ILLNESS/FIRST AID AT SCHOOL

- Students who become ill at school must report to the office.
- If the student becomes sick, injured, or has a fever, an early dismissal will be given, provided **the parents or legal guardian can be contacted by the school nurse**, and they can arrange for the student to be picked up at school.
- The school is not allowed to give aspirin or similar medicines to students.
- All student files must contain an emergency number and address of at least two persons in case of an accident or illness that requires immediate attention.
- **If the school nurse sends a student home, the checkout is considered excused. If the student contacts a parent/guardian by any other means, the absence will be considered unexcused.**

MEDICATIONS

- Any student who needs to keep an asthma inhaler at school must have two additional medical forms completed before the school can accept the medication.
- Epi-pens that are kept on students who may experience severe allergic reactions must also have these medical forms filled out.
- All prescribed medicines must be brought to the school by a **parent or guardian only**, and they must be in the original pharmacy container. The parent or guardian must also complete a medical authorization form.
- Absolutely no medicine of any kind may be in a student's possession at any time while he/she is on the school campus.
- All medications must be given through the nurse's office.

YEARLY ORGANIZATIONAL FEES

- Yearly Organizational Fee total \$45.00. Monthly payments are acceptable.

TARDINESS TO SCHOOL COMPLIANCE CODE

- Students are expected to arrive at school on time.
- Unexcused tardiness is considered as students having overslept, parents having car trouble, students missing the school bus, etc.
- Excused tardiness is considered as a doctor or dentist appointment, or a court date. When students come to school, they must present a medical excuse or verification from the court so that their tardy can be coded as excused.
- Students will not be referred to the office until their 5th tardy to school.
- However, persistent problems with tardiness to school will result in disciplinary action, as noted below:
 - 1st – 2nd tardy: Verbal warning
 - 3rd tardy: Attendance Clerk calls home
 - 5th tardy: Office referral completed by Attendance Secretary
 - 7th tardy: Referral made to Attendance Officer

ABSENT FROM SCHOOL POLICY

- Once teachers have posted their homeroom attendance, a list is compiled with the names of all students that are absent. Absentees will be called daily by the attendance secretary to inquire as to the reason for their absences.
- Students are then given 3 days to bring a written note from their parent/guardian explaining the reason for the student's absence.
- If on the third day a student has still not brought in an excuse for his or her absence, the absence must be recorded as unexcused in the attendance register.
- Excuses that are brought to the teacher after the three-day grace period are unacceptable unless signed by the principal.

- The absences are only considered excused for the following reasons;
 - Pupil is too ill to attend school. A physician's certificate may be required after four consecutive absences due to illness.
 - Inclement weather as announced by local news media that makes it dangerous for students to attend school.
 - Legal quarantine.
 - Death in the immediate family.
 - Emergency conditions determined by the superintendent or principal.
 - Absence with prior written permission of principal or a designee and written consent of parent/guardian.
 - Absence to observe traditional religious holidays of local, national, or international origin.

- Students are only allowed to make up work when their absence has been coded as excused.
 - A weekly meeting with the truancy officer will be held for any student with excessive excused and/or unexcused absences & tardiness. Other disciplinary measures will be taken for excessive check-ins (late arrival to school) and excessive check-outs.

- All students are expected to abide by all state laws and school regulations regarding school attendance as well as other state laws and regulations regarding education.
- Students are not allowed to participate in any extracurricular activities, to include practice, on a day that they have been absent.
- Students must be considered present for the school day to participate in extracurricular activities. Students must check in prior to 11:30 or check out after 11:30 to be considered present.
- Students who are absent due to suspension are not allowed to participate or attend extra-curricular activities.

CHECKOUTS

- Students who need to leave school for any reason must check out through the office.
- Any student who leaves the school without checking out through the school office is considered truant and may be suspended from school and/or reported to juvenile authorities.

- If a student becomes sick at school, he/she may get an early dismissal, provided the parents/guardians can be **contacted by the school nurse**, and they arrange to pick the student up.
- The nature of the checkout will determine whether the absence from any part of the school day will be excused.
- Only those students who have an excused checkout will be allowed to make-up their work.
- A checkout **before** 11:30 a.m. constitutes an **absence** for the school day.
- **Students will not be released to anyone whose name is not listed as an emergency contact.** Parents needing to revise the listing of those to whom they wish to have a child released must see the school registrar to make the necessary changes.
- For the student's safety, a picture ID is required of those persons who are checking students out of school.
- Students are not allowed to call parents or text parents from cell phones in order to be checked out.

EXTRA-CURRICULAR ACTIVITIES

Participation Requirements

All students are encouraged to take part in school activities and become actively involved in these programs. They are an integral part of a student's school life. Students must have all appropriate forms completed in Dragonfly to be eligible to participate. These are the activities and clubs at BMMS in which you may participate:

Girls Who Code	Soccer
BETA Club	Track
Dance	Volleyball
Football	Christian Club
Cross-Country	Scholar's Bowl
TSA (Technology Student Association)	Art Club
Basketball	Cheerleading

CAFETERIA

Cafeteria Manager

Paula Hudson

pahudson@bcbe.org

Students will be properly dressed before being served a tray. Good manners and cleanliness are required of all students. Running to get in the lunch line will not be tolerated; students are to wait their turn without pushing or breaking in line.

The cost of lunch is \$2.75 for 7th and 8th grades. Breakfast, served until 7:40 a.m., is \$1.75. Lunch should be purchased at the beginning of the week or month. Checks must be payable to Bay Minette Middle School. Checks are accepted at lunchtime. Students eligible for free or reduced lunch must complete an application online or through the office each school year.

- Students are expected to conduct themselves in an orderly manner at all times.
- Students must remain in the cafeteria during the entire lunch period.
- To assist with keeping the cafeteria clean, students are expected to leave their tables clean and free of all litter by depositing all garbage and trash in the proper receptacles.
- The cafeteria is the same as a classroom and students are expected to behave in the same manner. Failure to do so may result in disciplinary action.
- **No charges** for meals are allowed for faculty or the student body.
- Cafeteria prices are as follows:
 - Cost of breakfast for all enrolled students - \$2.00
 - Reduced breakfast for qualifying students - .30¢
 - Cost of lunch for all enrolled students - \$3.00
 - Reduced lunch for qualifying students - .40¢
 - Adults, children, and visitors: \$4.25
 - BCBOE Employees lunch - \$3.75
 - BCBOE Employees breakfast - \$2.25

- Milk - .50¢
- Other a la carte items as posted with meal

OFFER VS. SERVE POLICY

The Child Nutrition Program offers lunch to all children in Baldwin County Public Schools and breakfast at select schools. Offer versus Serve (OVS) is the system for reimbursable meals that allows students to decline a certain number of food items in the meal in order to reduce waste. For lunch, students may decline 2 of the 5 food items offered and still be considered a reimbursable lunch. For breakfast, students may decline 1 of the 4 food items offered and still be considered a reimbursable breakfast. A reimbursable meal consists of 3 different food components and meets nutrient and portion size standards. Reimbursable meal prices are the same regardless if students decline items as long as a reimbursable meal is served. Students can choose to take all 5 meal components.

Offer vs. Serve will apply to all grades, Pre-K through 12 for breakfast and lunch. This will allow children to leave unwanted food items off the tray and will significantly reduce waste. Under this policy, children in all grades can decline milk as one of the food items. If children do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

ACADEMICS

REPORT CARDS

- Grades are mailed home to parents in the form of nine-week reports and at the end of first and second semesters.
- Grading Periods (not including progress report dates):
 - 1st ends October 7, 2021; report mailed home **October 15, 2021**.
 - 2nd ends December 17, 2021; report mailed home **January 7, 2022**.
 - 3rd ends March 14, 2022; report mailed home **March 18, 2022**.
 - 4th ends May 24, 2022; report mailed home **May 27, 2022**.
- Notice of Academic Status should be sent home at the end of the First Semester.
- Retention Notices should be sent home with the third nine weeks report card.

PROGRESS REPORTS

- Progress reports are sent home with students at the end of the fifth week of each nine-week grading period.
- Progress report dates are approximately:
 - September 13 - 17, 2021
 - November 1 - 5, 2021
 - February 7 - 11, 2022
 - April 18 - 22, 2022

GUIDELINES FOR RETENTION OF STUDENTS

The following are guidelines for determining if a student will be retained in his/her current grade.

- Students must earn a yearly passing average in **all** core courses: language arts, mathematics, social studies, science.
- To be promoted, a student who fails one or two core courses must attend summer school immediately following that school year.
- Middle school students must earn a semester summer school grade high enough to average a yearly passing grade when combined with either semester completed during the previous academic year.
- Parents should be notified in writing, as early as possible, that retention is under consideration. Notification should indicate that while promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion.
- The decision to promote or retain will be made in the best interest of the child, and students may be placed at the level determined most appropriate by the principal.
- Notice of Academic Status should be sent home at the end of the First Semester.
- Retention Notices should be sent home with the third nine weeks report card.

MAKE-UP WORK

Make-up work will be allowed for students whose absence, check-in, or check-out was due to illness or other reason coded as “excused”. Tests will be given at the discretion of the teacher. It is the student’s responsibility to see the teacher to discuss arrangements for make-up tests. If a student is sick prior to the test, he/she should be given time to get materials missed before taking the test. Although work should be done within two weeks, the student should not be penalized if he/she has made an effort to comply with this regulation, and the teacher could not find a convenient time to administer the make-up. All other make-up work must be completed within three (3) days upon the student’s return to school. Students are responsible for collecting missed assignments from teachers.

TARDINESS TO CLASS COMPLIANCE CODE

- Teachers will document and maintain incidents of students being tardy to class.
- Students are expected to arrive to class on time.
- Students will not be referred to the office until their fifth tardy to class.
- However, persistent problems with unexcused tardiness to school or class will result in disciplinary action, as noted below:
 - 1st Referral/4th Tardy Warning
 - 2nd Referral/6th Tardy OCS 1 day
 - 3rd Referral/8th Tardy OCS 2 days
 - 4th Referral/10th Tardy OCS 3 days
 - 5th Referral/12th Tardy Suspension 1 day
 - Further Offenses Suspension 3 days
(expulsion max)

ADVANCED PLACEMENT CLASSES

Advanced middle school classes will explore the course of each content area in greater depth and at a faster, more challenging pace than the typical standard class. The advanced courses are developed to be a preparation for higher-level high school classes (i.e., Advanced Placement, International Baccalaureate, etc.) and to give students the opportunity to experience a more challenging curriculum before moving to high school.

Students enrolled in advanced courses must recognize and understand that they will be responsible for a more challenging work load as well as additional writing, reading, and problem solving assignments inside and outside of class. Though students making the transition to advanced classes sometimes find they earn a lower classroom grade than they have in the past, the content and strategies they pursue in advanced coursework will better prepare them for success in their high school and college-level studies. A commitment to the course and its depth of content, along with good time management and study skills, is essential to success. Once your child has committed to the advanced class, schedule changes should not be expected.

BETA CLUB REQUIREMENTS

Section 1: Students are eligible for membership following the conclusion of the first semester of their seventh grade year and are nominated for membership by their homeroom teachers.

Section 2: Students must have a **3.7** grade point average in order to be considered eligible. The GPA for seventh graders will be based on their first semester seventh grade; the GPA for eighth graders will be based on their two seventh grade semesters and the first semester of eighth grade. Teacher recommendations will have influence on being admitted to the Beta Club. Student discipline will have an impact on whether a student is admitted or removed from the Beta Club based on the school leadership team's recommendation. All leadership team decisions are final.

Section 3: Seventh and eighth grade students will be inducted each year at the spring induction ceremony. Parents and guardians will be invited to this ceremony.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM

The International Baccalaureate Organization was founded in Geneva, Switzerland, in 1968 as a nonprofit educational foundation. Its original purpose was to facilitate the international mobility of students preparing for university by providing schools with a curriculum and diploma recognized by universities around the world. Since then its mission has expanded, and it now seeks to make an IB education available to students of all ages. The IB diploma has become a symbol of academic integrity and intellectual promise, and is considered the “Cadillac” of education. IB students demonstrate a strong commitment to learning, both in terms of mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

The International Baccalaureate Organization states emphatically that the IB Diploma Program is not necessarily for the most able students, but for the most motivated students. Characteristics that many IB students share are motivation, commitment, and self-discipline. Students who possess a broad interest in all countries, cultures, and customs as well as a wide range of interests outside the classroom will most likely be successful IB candidates.

BMMS students desiring to participate in the IB program will attend high school at Daphne High School beginning in either the 9th or 10th grades. Requirements for admission in the 9th grade include unweighted 3.0 (B) average in Math, English, Science, and Social Studies classes in 8th grade; Completed application (forms online at www.daphnehs.com); Standardized test scores; writing sample; interview.

Contact the BMMS counselor, Lynn Mitchem, for more information at 580-2960.

COUNSELING/SOCIAL WORK DEPARTMENT

The Bay Minette Middle School Counseling/Social Work Department consists of one full-time counselor and one full-time social worker.

The Counseling/Social Work Department is a resource for students, parents and staff. We assist students with their personal, academic, career, and interpersonal concerns through individual and group counseling. We also encourage students to be self-advocates by coming to us if they have questions or concerns about matters such as peer relationships, academic performance, and decision-making. Counselors/Social Worker consult with teachers to help students get the most out of their learning experiences. In addition, we often facilitate conferences with parents to help ensure that the needs of students and families are met.

A student can request counseling support by speaking directly with his/her counselor/social worker before or after school, requesting a pass from the teacher or leaving a written request for an appointment in the designated boxes located in the library and main office. Students are strongly discouraged from coming to the counseling/social worker's office without a written pass from their teacher during the school day.

The daily schedule of a middle school counselor/social worker is often busy and at times unpredictable so **parents are strongly encouraged to request an appointment with his/her child's counselor/social worker.** Although we have an open-door policy for staff, students and parents, **it is always wise to call ahead to ensure that the counselor/social worker is available to address any concerns or needs that you may have.**

Please do not hesitate to contact the Counseling Department/Social Work by dialing the main office at 251-580-2960 or by email should you have questions or concerns. We would love to meet you and help in any way we can!

Counseling/Social Work Department Staff

School Counselor (Room 213)
Mrs. Lynn Mitchem
lmitchem@bcbe.org

DISCIPLINE

STUDENT CONDUCT - CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school has clearly defined behaviors to which students conform. Non-conformity to these behaviors become violations of the code of student conduct. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to and/or from school or school-related events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. Principals and/or his/her designee will define the conduct necessary to establish a violation. Definitions of violations should be based on the ***Code of Alabama 13A (Criminal Code), 28-3-1 (Alcoholic Beverages), and 20-2-2 (Controlled Substances) (1975)***

CLASS I VIOLATIONS

- 1.01 Distractions of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organization
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation (See 2.08)
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within

this category after investigation and consideration of extenuating circumstances

CLASS I SANCTIONS

Conference with the student
Verbal reprimand
Withdrawal of privilege(s)
Parent conference(s)
Demerit(s)
Temporary removal from class
Detention
On campus suspension (OCS)
Other sanction(s) as approved by the local board of education

CLASS II VIOLATIONS

- 2.01 Refusal to follow appropriate directive from a local board of education
Employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
- 2.09 Repeated direct or non-direct use of profane language or obscene Manifestations
- 2.10 Unauthorized absence from school for a day or more
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Inappropriate touching of another person
- 2.13 Possession of and/or use of matches or lighter
- 2.14 Possession of and/or use of cell phone, electronic pager or unauthorized communication device
- 2.15 Dishonesty or cheating
- 2.16 Providing false information to a local board of education employee
- 2.17 Any other violation which the principal may deem reasonable to fall within

this category after investigation and consideration of extenuating circumstances

CLASS II SANCTIONS

Temporary removal from class

Detention

In-school suspension (ISS)

Alternative education program

Out-of-school suspension

Transfer

Referral to outside agency

Expulsion

Any sanction(s) included in Class I and other sanction(s) as approved by the local board of education

CLASS III VIOLATIONS

3.01 Arson

3.02 Robbery

3.03 Theft of property

3.04 Burglary of school property

3.05 Criminal mischief

3.06 Bomb threat

4.00 Sexual offense - INCLUDING "SEXTING" (Sexting is defined as the practice by which a person forwards sexually explicit images of themselves or their peers via text messaging.)

4.01 Fighting

4.02 Inciting or participating in major student disorder

4.03 Unjustified activation of fire alarm system or fire extinguisher

4.04 Assault on another person (student, teacher, staff member, visitor, etc.)

4.05 Possession of a weapon

4.06 Preparing, possession and/or igniting explosive devices

4.07 Possession, sale, and/or use of a tobacco product

4.08 Unlawful sale, purchase, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage

4.09 Accessing or changing information in school computers to endanger or cause harm to another individual

4.10 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating

Circumstances

- 4.11 Crimes as defined under the laws of the city, state of Alabama, of United States

CLASS III SANCTIONS

Out-of-school suspension

Transfer

Alternative education program

Referral to an outside agency, including the criminal justice system

Expulsion

Restitution of property and damages where appropriate

Any sanction(s) included in Class I and II and other sanction(s) as approved by the local board of education

ALABAMA'S SCHOOL BUS STOP LAW

- **Bus Transportation is provided as a service, not a requirement.** Therefore, students are expected to follow at all times the bus rules that are outlined below:
 - Cross in front of the bus while it is stopped and the stop sign is out.
 - Keep hands and head inside the bus.
 - Remain seated while the bus is in motion.
 - Do not eat or drink while riding the bus.
 - Do not throw objects from the school bus windows.
 - Keep noise to a minimum.
 - Observe same conduct as in the classroom.
- ***Fighting on the bus will result in a school suspension.***
- Students who intentionally destroy bus seats or other equipment are responsible for repair/replacement and may be dealt with by the police.
- Special cameras have been placed on buses to document students' behavior.
- All bus areas, on campus as well as bus stops in the community, fall under school jurisdiction and are subject to school policy and discipline.
- ***When a situation exists that warrants a student riding a different bus, the following procedures must be followed:***
 - **Parents should send a signed note to school stating the bus number change with the date and phone number where the parents may be reached during the day for verification.**
 - **The student must bring this note to the school secretaries at the beginning of the school day to be verified and signed.**
 - **A bus pass must then be given to the bus driver.**

GENERAL SCHOOL RULES

1. Students may not buy, sell, or trade items with other students during the school day. This may violate local, state, and/or federal laws.
2. Students may bring water to school. **ALL ENERGY, POWER BOOST DRINKS, AND CARBONATED BEVERAGES ARE PROHIBITED.**
3. Hats, caps, head wraps, bandannas are not to be worn on the bus or on school campus.
4. Students at off-campus events are expected to follow school system rules and regulations and are subject to the authority of school officials.
5. Public displays of affection including hand-holding, kissing, hugging, fondling, and intimate gestures are inappropriate and unacceptable on the school campus and may result in disciplinary action.
6. Earrings in the eyebrow, lip, tongue, nose, or any body part other than the ear are unacceptable due to safety hazards they present; and they may be disruptive to the orderly operation of school.
7. Students may not receive deliveries of flowers, balloons, etc. during school hours.
8. Offensive tattoos/skin cuttings (profanities, vulgarities, slurs, gang-related graphics, etc.) are not allowed on the school campus and must be covered at all times.
9. Sunglasses, headgear, etc. are not to be worn inside the school building.
10. No gang-related clothing or behaviors will be permitted. Any such actions may warrant either a suspension or expulsion.
11. Students **will not** be called out of their classes to take a telephone call except in cases of emergency. An administrator will be notified prior to students being

pulled from any instructional class. Students will receive messages during break or between classes.

12. If a student is threatened by another student, he should report it to a teacher or counselor immediately. If two students exchange blows, pushes, shoves, or any aggressive gestures, both students may be subject to a suspension.
13. Desks, lockers, and other items at any school, although assigned to a particular student, may be entered and searched by school officials whenever said officials have reasonable cause to believe there exists on school campus illegal items harmful to the student, the welfare of the student body, or significantly disruptive or dangerous to the overall operation of the school program. (Title 16-4-13) Alabama Administrative Code #290-030-010-06.
14. The administrator may take appropriate disciplinary action against a student who fails to cooperate with school officials in their investigation of school conduct code violations. (Alabama Code Section 16-1-24.1)
15. **Bullying** is defined as “one or more individuals inflicting physical, verbal, or emotional abuse on another—includes threat of bodily harm, weapon possession, extortion, civil rights violation, assault and battery, gang activity, attempted murder, and murder (**Bullies and Victims** by Fried, et.al.)” and will not be tolerated at Bay Minette Middle School. Bullying also includes “cyberbullying,” which is using a cell phone, landline, computer or the internet in an attempt to threaten, harass, embarrass, intimidate, etc., another individual, including adults. **Bullying is different from teasing** in that it threatens an intent to harm, abuse of power, preys on the vulnerability of the victim, isolates the victim, and creates consequences and changes of behavior for the victim. Violations may result in suspension/expulsion, counseling or referrals to responsive agencies outside the school. Incidents should be reported to the teachers, school counselors and/or administrators. PLEASE CHECK THE BALDWIN COUNTY BOARD OF EDUCATION WEBSITE TO SEE THE SCHOOL SYSTEM’S ANTI-HARASSMENT POLICY
16. Students should not go to the gym area or gym dressing rooms at any time except the period in which they have P.E.

17. A yellow hall or office pass with the correct date, time, and teacher signature must be carried by anyone who is out of the classroom while classes are in session.
18. Students should behave courteously in the restrooms and keep the restrooms neat and clean. Please inform faculty and staff immediately of any unsafe or unclean conditions. Do not loiter in the restroom.
19. In the cafeteria, students enter quietly, eat quietly, use good table manners, pick up napkins, and exit quietly. It is the responsibility of the students to keep the tables clean and leave them in good order after each meal.
20. Cheating and plagiarism are not tolerated. All major essay/term papers are submitted to plagiarism software for verification. Other papers/reports may be submitted at the teacher's discretion. Information about this software and the procedures for its use is given to students at the start of each term. Copying or representing other student's work to be their own will result in disciplinary action. On their first offense, students will be given an alternate assignment and the replaced assignment will be lowered by at least one letter grade. On subsequent violations of cheating/plagiarism, students will receive a grade of "0". Parents will be notified of all cheating/plagiarism violations. All students who are found to participate in a cheating activity will be disciplined.
21. ***The disposition of some incidents will be left to the discretion of school officials.***
22. Students are not allowed to bring or have delivered lunches from outside sources (fast food or sit-down restaurants) to be eaten on campus during the school day. This does not apply to athletes eating after school prior to a sporting event.

CELL PHONES

Students are not allowed to use cell phones to contact parents/guardians. If a student is sick, he/she should report to the nurse who will then contact a parent/guardian. If a student uses his/her cell phone or borrows a cell phone to contact parents, that student is subject to consequences for violating cell phone policy. Any student caught videoing students or staff will be suspended for 1 day and falls under Class II sanctions. Additional offenses will be left to the discretion of the school administration.

Cell phones must be turned off and put away during the school day.

Cell Phone Violations:

- 1st Offense: Cell Phone taken and sent to the office. Student may pick up the cell phone at the end of the day
- 2nd Offense: Cell Phone taken, parent must pick cell phone up. 1 day of OCS
- 3rd Offense: Cell Phone taken, student may not bring phone to school for remainder of year. 2 days of OCS
- 4th Offense: 1 day suspension
- Additional Offenses: Principal and/or designee discretion

COMPUTER DISCIPLINE FOR BAY MINETTE MIDDLE SCHOOL

Inappropriate downloads, internet activity, communications, or use of proxy:

- 1st Offense: Warning
- 2nd Offense: 1 day OCS/Home privileges revoked (1 day)
- 3rd Offense: 2 days OCS/Home privileges revoked (3 days)
- 4th Offense: 1 day suspension/Home privileges revoked (5 days)
- Additional Offenses: Principal and/or designee discretion

Neglect of Equipment:

- 1st Offense: Warning
- 2nd Offense: 1 day OCS/Home privileges revoked (1 day)
- 3rd Offense: 2 days OCS/Home privileges revoked (3 days)
- 4th Offense: 1 day suspension/Home privileges revoked (5 days)
- Additional Offenses: Principal and/or designee discretion

Harassment/Intimidation/Cyberbullying:

- 1st Offense: Warning/Principal and/or designee discretion
- 2nd Offense: Principal and/or designee discretion /Suspension/Home privileges revoked
- 3rd Offense: Principal and/or designee discretion /Suspension/Home privileges revoked

Intentional damage to school property and/or vandalism to computer:

- Student will not be issued another computer until the full amount of damages is paid.

Computer use involving illegal activity:

- Computer privileges will be revoked or modified
- Appropriate authorities will be notified

*Revocation of computer home privileges during student's first excused suspension will be at the discretion of principal and/or designee.

2021-2022 STUDENT LAPTOP USER'S AGREEMENT

PURPOSE: The Baldwin County Board of Education ("BCBE") provides all students with regulated access to BCBE network resources, including the Internet. In addition, the undersigned student ("student") is being assigned and provided the use of a BCBE laptop computer ("computer") as a means of promoting academic achievement and providing diverse opportunities during the educational experience. **The Computer shall remain the property of the BCBE and Student's use thereof, regardless of location, is subject to strict compliance with this agreement.** In addition to this agreement, the use of any BCBE technology resources, including the computer, shall be in accordance with Baldwin County Board of Education Policy and the Board's digital technology processes and procedures.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY: The student will strictly adhere to these guidelines each time the computer is used.

1. Students shall not have any expectation of privacy as to the computer or any of its content. Files stored and information accessed, downloaded or transferred on the computer are not private and shall be subject to inspection by BCBE personnel.
2. Students shall make the computer available for inspection by BCBE personnel immediately upon request. All content, regardless of source, stored on the computer shall be subject to inspection.
3. Students shall use appropriate language in all communications on the computer. Students shall avoid profanity, obscenity and offensive or inflammatory communications on the Computer. Harassment or any form of cyber bullying is prohibited.

4. Students shall report any personal attacks and/or threats on/against anyone made on or which are made while using district owned technology. Reporting shall be made to responsible school personnel.

5. In using the computer, the student shall follow the best practices and shall conduct himself/herself in a responsible, ethical and polite manner.

6. Students shall never reveal identifying information, files or communications to others through email or post to the Internet. (Except for school assignments and interactions with teachers)

7. Students shall not attempt to impersonate another user to access networks or other technologies beyond the point of access authorized by the BCBE. This includes attempts to use another person's account and/or password. Students shall not share passwords or attempt to discover passwords assigned to any other person.

8. Except as permitted by BCBE, the student shall not download and/or install any programs, files, or games from the Internet or other sources onto the computer. This includes the intentional introduction of computer viruses and other malicious software.

9. After the instructional day, the student is permitted to download/import music or other files to the computer. It shall be the sole responsibility of the student to ensure that he/she is legally authorized to download /import items and that such download/ import is compliant with all applicable laws, including copyright laws. Furthermore, the content of any item downloaded/imported pursuant to this provision shall be otherwise in accordance with this agreement. BCBE is not responsible for reloading or replacing any personal music or other files. In the event of a hard drive crash or reimage BCBE will not reload any personal files.

10. Students shall not tamper with the computer's hardware or software nor mark, deface or attach anything (decals, for example) to the computer.

11. Students shall not remove or deface any identification information attached to the computer by the BCBE.

12. Students shall not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.

13. Student's use of the computer during the instructional day shall be limited to school-related purposes. Any other use during the instructional day shall be prohibited.

14. Student acknowledges that all Internet usage, regardless of location, is routed through the BCBE's server. Therefore, the BCBE will have the ability to monitor Internet content accessed by the student. Students shall not, at any time, use the computer to locate or attempt to locate materials that are unacceptable in a school setting. This prohibition includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

15. Home Internet use and cost is the responsibility of the student both in cost and configuration. While on campus, students should only connect to the BCBE provided wireless network, and not to other networks (WiFi hotspots, tethered cell phones, etc...).

16. The student shall keep the computer secure and damage free. The computer is issued with a protective book bag style case. Use of the computer bag is required at all times. The student agrees to follow these general guidelines: Do not loan or allow anyone to borrow the computer or charger and cords. Do not leave the computer in a vehicle. Do not leave the computer unattended. Do not eat or drink while using the computer or have food or drinks in close proximity to the computer. Do not allow pets

near the computer. Do not place the computer on the floor or in a sitting area such as sofas or chairs. Do not leave the computer near table or desk. Do not leave the computer outside or use near water such as a pool. Do not check the computer as luggage at the airport. Do not carry the computer by the open screen area. When walking with the computer the lid must be closed.

17. The student shall back up data and other important files regularly. Students are ultimately responsible for backing up all files on their own storage media.

When dealing with discipline matters, the building principal and/or his designee has the right to adjust consequences and/or privileges among the student body.

PERSONAL HANDHELD ELECTRONIC DEVICES (BOE POLICY #970)

This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, MP3 and similar music players, tape recorders and players, scanners, portable digital assistants, wireless email devices and cameras. The scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program.

Students in grades 6 through 12 shall be allowed to possess electronic devices in the off position during the instructional school day. Use of electronic devices during the instructional day, except in accordance with this policy, is otherwise prohibited.

Students in grades 6 through 12 may, in accordance with the instructions of the school official in charge, possess and use electronic devices during periods of transportation on school buses. Provided however, no student shall use any electronic device capability which allows them to record images (i.e., camera or video recorder).

Students shall have no expectation of privacy in any electronic device possessed by a student in violation of this policy. Students bringing electronic devices to school, do so at their own risk. The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students.

Violations of this policy shall result in the immediate confiscation of the electronic device. Refusal to turn over an electronic device to an administrator will result in immediate suspension, pending further potential discipline, and a parent conference. Confiscated electronic devices shall be securely stored in the school's administrative offices until retrieved in accordance herewith. Any electronic device not retrieved within 30 days shall be subject to disposal. In addition, the following consequences shall, at a minimum, be imposed:

First Offense: The student's Parent/Guardian will be allowed to pick up the confiscated electronic device at the end of the school day.

Second Offense: The student will receive up to one day of in-school suspension. The student's Parent/Guardian will be allowed to pick up the device

Third Offense: The student will receive one day of suspension. The student's Parent/Guardian will be allowed to pick up the device.

Fourth Offense: The student shall receive up to three days of suspension. The student's Parent/Guardian will be allowed to pick the device up.

August 14, 2021

Dear Parents:

We are pleased to notify you that in accordance with the Every Student Succeeds Act of 2015, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the form on the reverse side of this letter, and return the form to your child's school by September 13, 2020. Should you have any questions, feel free to contact the Federal Programs Coordinator at 251-972-6863, and she will be happy to assist you.

Sincerely,

Zack Wigstrom
Principal
Bay Minette Middle School

Title 1

Bay Minette Middle School is a Title I “Schoolwide” Program.

Title I is a federal program designed to help students in our nation’s schools. In accordance with the Every Student Succeeds Act (ESSA) and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly before-school math and/or reading tutorial program, tutoring during school hours, a readiness program for incoming Pre-kindergarten students, parenting education workshops, along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Non-Privileged List

BMMS students and staff work hard to make each day great. All students are encouraged to attend extracurricular events and participate in as many clubs and sports as possible. However, when a student's behavior becomes an issue there must be consequences for their actions. BMMS will not allow the poor decisions of a few to affect the entire student body. Therefore, BMMS will be implementing a non-privileged list for the 2019 - 2020 school year. If placed on the non-privileged list students will not be allowed to attend the following events:

- Reward field trips
- Dances
- BMMS athletic events, unless the student is on the athletic team. In this case the administration will work with the coaching staff to determine appropriate disciplinary action.
- Pep-rallies
- Any other reward events during their time on non-privileged list.

If students are placed on non-privileged list they will not be allowed to participate in any of the above events for 43 academic days. This is a full academic quarter. Students will be placed on non-privileged list for the following reasons:

- Assigned 3 days or more of on-campus suspension.
- Or 1 day or more of out of school suspension.

After a student has been on non-privileged list for their 43 days the student will have all privileges all other BMMS students enjoy.

****Attendance or tardiness to school is not attached to the non-privileged list. The purpose of this is to not punish students for parental choices. ****



BALDWIN COUNTY PUBLIC SCHOOLS
Middle/High School
Dress Code Policy



Tops:

- No pictures, emblems, or writings on clothing that:
 - Are lewd, offensive, vulgar or obscene,
 - Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
 - Contains fighting words or incites criminal activity.
- No cut off tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

Shorts:

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up

Dresses:

- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.

Pants:

- Proper fit- no sagging or baggy fit: worn at the waist.
- No see through or spandex legging pants.
- Leggings/tights may be worn only under shirts and dresses of appropriate length.
- No Oversized or tight pants.
- No holes in jeans in inappropriate areas (length rule).
- Sweat pants and warm-up suits will be allowed.

Shoes:

- Must be worn at all times, fastened properly.
- *Classes may require certain shoes. Ex. P.E., Chemistry.
- No bedroom slippers.

Accessories:

- Hats, caps, sweatbands, or other head covering will not be worn in building.
- No gang related clothing/items will be allowed.