

SCARBOROUGH MODEL MIDDLE SCHOOL



Home of the Knights

“Where Learning and Innovation Are a Way of Life”

Student Handbook

Leadership Team

Mr. Rashad Stallworth, Principal
Ms. Keshia Barnett, Assistant Principal
Mr. Luther Harris, Assistant Principal

SCARBOROUGH MODEL MIDDLE SCHOOL

MOTTO

Where Learning and Innovation Are a Way of Life

VISION

Scarborough Model Middle School is an educational community that fosters peer collaboration and promotes student ownership of learning.

MISSION STATEMENT

The mission of Scarborough Model Middle School is to provide a rigorous, relevant, and engaging learning experience that enables students to thrive and empowers them to be life-long learners.

BELIEFS

The following statements are the beliefs of the staff and faculty at Scarborough Model Middle School:

- Every student can learn and has a right to a quality education.
- Character and respect for others are essential elements of success.
- Everyone can be successful.
- Encouragement will enhance a student's self-worth and will facilitate achievement.
- Acceptance of responsibility builds self-esteem and self-discipline.
- Everyone deserves respect and positive recognition for good effort.
- Every action has a consequence.
- High expectations should be maintained for all students and staff.

PARENTS SUPPORT THE VISION AND MISSION BY:

- Protecting the academic environment by supporting the attendance and discipline policies.
- Using proper channels for contacting school personnel:
 - Teacher when dealing with student performance or classroom attitude.
 - Guidance counselor when dealing with a student's personal or school problems.
 - Assistant principal when dealing with behavior problems.
 - Principal when dealing with school programs or activities.
- Using INow grade portal to check for completion of homework and classroom assignments.
- Signing and returning all school-related paperwork.
- Participating in various school-related activities.

CONTINUAL SCHOOL IMPROVEMENT

SCARBOROUGH MODEL MIDDLE SCHOOL

School Improvement is a process that enables all stakeholders the opportunity to evaluate school-wide data, identify strengths and weaknesses, develop strategies to advance the vision, and monitor implementation. Our School Improvement Plan is implemented in collaboration with faculty, staff, community members and students. The team’s focus is always on improving the school’s environment and quality of education for our students at Scarborough Model Middle School. The School Improvement Plan is continuously reviewed and amended when necessary. Amendments are updated electronically through ACIP (ASSIST Continuous Improvement Plan) only when the team deems improvement changes are necessary. Copies of the ACIP may be found in the front office, library, and digitally on our school’s website.

STAYING INVOLVED

Parents and community members are encouraged to participate on school committees such as the Parent and Community Advisory Panel and volunteer at school activities. Parents and other stakeholders may stay informed through multiple communication platforms including:

- School Website: <https://www.scarboroughknights.com/>
- School Facebook Page: [ScarboroughModelMiddleSchool](#)
- School Twitter Account: [@ScarboroughMS1](#)
- School Messenger Phone System
- School Newsletters
- Remind Teacher Messages
- Marquee Messages
- Goggle Classroom

OFFICE PERSONNEL

The following staff members may be reached at (251) 221-2323. If you wish to email teachers or staff, please email them directly or use links on the school’s website at <https://www.scarboroughknights.com/>

Rashad Stallworth	Principal
Keshia Barnett	Assistant Principal
Luther Harris	Assistant Principal
	Instructional Specialist
Barclay Harle	Digital Learning Specialist
Apryle Williams	Guidance Counselor
Britany Mistich	Guidance Counselor
Gloria Southall	Registrar
Edena Pruitt	Bookkeeper
James Robinson	Attendance Clerk

ACTIVITY FEES

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Activity fees for the 2020-2021 school year are \$50.00 per student. The fees include a P.E. uniform, P.E. locker, ID badge, technology fee, postage, and first aid. The fees DO NOT include band/chorus/dance/art fees or supplies needed in some courses (science lab fee, etc.). Fees are to be paid at registration by cash.

SCHOOL HOURS

The Take-In Bell is at 7:05. Homeroom begins at 7:20 a.m. and school dismisses at 2:25 p.m. If a student arrives after 7:30 a.m., the student must get a tardy slip to be admitted to class.

Students should not be dropped off before 6:45 a.m. because there is no supervision prior to that time.

ATTENDANCE

Student Absences and Responsibility of Parents

Students are required to be on time for school. It is the responsibility of the parents/guardians to assure that their child arrives on time each day.

Anytime a student is absent, the parent/guardian must send a written note to school within three days to explain the absence. A satisfactory note from a parent/guardian meets the following state guidelines:

- Illness (the student's)
- Death in immediate family
- Inclement weather that poses a safety hazard
- Court
- Emergency conditions as determined by the principal.
- Prior permission of the principal and consent of guardian.

Early Dismissals

No early dismissals will be allowed after 2:00 p.m.

Schedule Appointments After School

Parents/guardians are requested to schedule all medical and dental appointments after school. If it is essential that such an appointment be scheduled during the school day, the parents/guardians are asked to submit a note to the office requesting an early dismissal. This note should include a telephone number for verification.

Parents/guardians must come to the office to pick up the student.

Only adults listed on the enrollment form will be allowed to pick up students.

PHOTO ID IS REQUIRED BEFORE PICKING UP STUDENTS FOR EARLY DISMISSALS.

MEALS

Breakfast is free to all students and served from 7:05 a.m. until 7:20 a.m. Lunch is also free to all students.

CONTACTING STUDENTS DURING SCHOOL

Students should not use phones during school. We ask that you do not message or call student on mobile devices because our goal is to limit the number of interruptions during instructional time, so it is very important that all transportation arrangements and other matters be taken care of before students report to school each day.

If you need to reach your child, please call the office at 221-2323.

GUIDANCE AND COUNSELING

Counseling is defined by the relationship between a counselor and an individual seeking help in gaining greater self-understanding and improved decision-making skills for problem resolution and developmental growth. Scarborough Model Middle School has a comprehensive guidance program, which includes the following student services:

1. Individual counseling
2. Group counseling
3. Educational and career information
4. Testing and evaluation
5. School orientation to include crisis, facilitative, preventive, and developmental counseling

These services are available to all students as a part of their general education experiences and tailored, when appropriate, to special situations and circumstances. Parents are encouraged to call and make an appointment to see a counselor as needed.

PARENT-TEACHER CONFERENCES

A phone call, note, or email may resolve most issues. If needed, conferences should be scheduled during the individual teacher's (or team's) planning period, by contacting the teachers at least twenty-four hours in advance. Schedule an appointment by calling the office and leaving a message or by emailing the teacher from the school's website.

PARENTS/GUARDIANS ARE NOT PERMITTED IN ANY AREA OF THE SCHOOL WITHOUT SIGNING THE VISITOR'S LOG AND OBTAINING A PASS FROM THE FRONT OFFICE. VISITOR'S PASS MUST BE WORN AT ALL TIMES WHILE ON CAMPUS.

GRADING PROCEDURES

The grading scale at Scarborough Model Middle School, which follows the MCPSS grading guidelines, is:

A	100-90	D	69-60
B	89-80	E	59 and below
C	79-70		

Course averages are weighted. Major assignments (tests, projects, labs, performances, etc.) count as 60% of the average for each course. Minor grades (quizzes, class activities, etc.) account for 30% of the average for the course. Homework and bellringers accounts for 10%. All assignments must be completed entirely and turned in on or before the due date. Full credit is not awarded for incomplete/late assignments.

Students must work to complete all assignments via **(in class, blended learning, or virtually)** in order to pass all classes. Students must score a final yearly average of 60 or above in **each core class** in order to be promoted to the next grade level.

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HOMEWORK

Homework accounts for ten percent of a student's grade and will be assigned on an average of 15 minutes for each academic subject. If prerequisite skills have not been mastered, some assignments may require additional time for some students. Special assignments may vary from time to time. Homework is designed to provide necessary reinforcement of concepts and skills taught during the school day. It is not given to introduce new concepts. Enrichment assignments are tailored to the individual child and may be given when the teacher feels it is appropriate for the student. **Ask your child about his/her homework assignments each day. If your child says, there is no homework for a considerable amount of time, check with the assigned teachers.** In addition, reading should be a part of your child's daily routine. Books may be checked out free from the library.

MAKE-UP ASSIGNMENTS

Listed below are the procedures for “make-up” assignments:

- Parents may contact the office on **the third consecutive day of absences** to obtain assignments. Please do not call and ask for assignments if your child is **absent for one or two days**. Please contact the attendance officer for extended illnesses so that a plan of action can be implemented for missed assignments.
- Immediately upon returning to school, it is the student's responsibility to speak with the teachers regarding all missed assignments and make-up work.
- Students will have **the number of days absent plus one day** to turn in all assignments.
- Any assignment/project/test assigned prior to the student's absence is **due the day the student returns to school**. The student **does not** have additional days to turn in the scheduled assignment.
- Special projects and long-term assignments are due on or before the scheduled “turn in” date.
- It is recommended that all students have a “study partner” with whom they or their parents may check for assignments in case of absence or early dismissal.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to take part in school activities and become actively involved in these programs. These programs help to promote a positive attitude toward Scarborough Model Middle School. In addition, they are an integral part of a student's life and help prepare for active business and civic contributions afterwards. Varieties of clubs are offered to students and some will be of their choice. Some of the clubs have academic standards or other standards that must be met in order to become a member.

The following are active student organizations at SMMS:

National Junior Honor Society*	Student Government Association
Scholar's Bowl	Junior Civitan
Robotics Team	Journalism Club
Student Ambassadors	Project SMART
Electives: Band and Art	

*NJHS: To become a member of NJHS, a student must have a 3.5 cumulative average and demonstrate appropriate behavior as outlined in the NJHS Handbook for Middle Level and Junior High Schools.

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National Junior Honor Society

The Scarborough Model Middle School chapter of the National Junior Honor Society takes pride in its high standards for membership that are set on the national level. Students and parents should be aware of the following guidelines taken from the NJHS Handbook for Middle Level and Junior High Schools:

“While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though a faculty council may consider scholarship as the most important of the four criteria [i.e., service, leadership, character, and citizenship]. Schools that select members solely on the basis of scholarship are violating the constitution and placing their characters in jeopardy.”

The handbook also points out eighth grade students have the right to be considered for membership in NJHS. The faculty council has the final word on selection and must take its role very seriously. The Scarborough Model Middle School faculty is committed to these standards.

ATHLETICS

Competitive athletics will be offered to students in grades 7 and 8.

- Boys & Girls Basketball
- Boys & Girls Track & Field
- Baseball
- Softball
- Volleyball
- Cheerleading

ACADEMICS FIRST! Students interested in sports must have passing grades and satisfactory behavior. In order for students to participate in ANY sport, they MUST maintain a 70% average in five classes and meet all eligibility requirements of the Alabama High School Athletic Association. Student-Athletes must have a Physical, Insurance, and all other necessary MCPSS & AHSAA paperwork completed and uploaded to Dragonfly. Visit <https://ahsaa.com> for more info.

SCARBOROUGH MODEL MIDDLE SCHOOL POLICIES AND PROCEDURES (Aligned with MCPSS Policies and Procedures)

Attendance and Related Issues

Every child between the ages of seven (7) and seventeen (17) shall be required to enroll in school and to attend for the entire length of every scholastic year. Regular school attendance is very important; irregular attendance makes for a lack of interest and for poor grades. As a result of important curricula being taught daily, each pupil is expected to maintain a healthy attendance record.

Absences and excuses: The Board believes the fundamental right to attend schools places upon the students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student’s successful progress in the instructional program. Parents are required to explain, in writing, all absences the first day a student returns to school after an absence. If a note is not received by the third day after his/her return to school, the absence will be coded as unexcused and the student will not be allowed to make-up work.

The following absences shall be considered excused if in each instance parental confirmation of the reason for the absence has been received:

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- Illness
- Inclement weather, which would be dangerous to the health of the pupil if he attended school (as announced by the Superintendent).
- Legal quarantine, death in immediate family, emergency conditions as determined by the superintendent or the principal.
- Permission of the principal and consent of a parent or legal guardian in advance before the day of the absence.
***This may not exceed three (3) days per academic year.**

School Sponsored Events: Under no circumstance should a student be penalized, in any way, when he is away from class on a school-sponsored activity. Students will be allowed to make up missed work. ***It is the student's responsibility to obtain and complete the missing assignments.*** They will be counted present in class.

A student can be retained if unexcused absences exceed nine (9) unexcused days per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance committee, no later than 30 calendar days after the final day of the semester. The attendance committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass. Students who accumulate ten (10) excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of principal.

Early Warning Truancy Program

If the teacher or principal has not received a note from the parent/guardian explaining an absence within three days after a student has returned from an absence, the student is considered truant and the absence must be recorded as unexcused. Students are warned after their first unexcused absence, absences coded excused but not satisfactory explained*, and/or unexcused tardy to school. A letter from the principal will be sent to parents upon the student's second unexcused absence. **Students with ten "excessive" excused absences which have not been satisfactory explained* may be required to attend the Early Warning Program.** Students with ten unexcused tardies to school may be required to attend Early Warning. **After a student's fifth (5th) unexcused absence, parents and students will be required to attend the Early Warning Truancy Program.** A doctor's excuse should be provided to the school when a student is absent from school and seen by a doctor. ***Parent notes may be used to "satisfactorily explain" up to but not exceeding nine (9) absences per year.**

Check-In Procedures (Tardy to School)

A student who comes to school late must check in through the office. The student will be given a copy of the admission slip and should immediately take it to the classroom teacher. The student will not be admitted to class without the admission slip. The original admission slip will be placed in the homeroom teacher's box.

Checkout Procedure

A student who leaves school for any reason must check out through the office. Early dismissals interrupt the instructional program for all students and are therefore discouraged. Parents should attempt to make appointments for the student after school hours. The only excused checkouts are those for doctor/dentist appointments or students who become ill at school. Only an excused checkout permits work to be made up. If a student misses more than half (1/2) of the school day, a full absence will be accumulated.

Please limit early dismissal at or after 2:00 p.m. The last 25 minutes of the school day is valuable instructional and review time. Students are not allowed to leave campus before dismissal time unless accompanied by an authorized adult.

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Cafeteria

Good manners and cleanliness are expected of everyone. Students will scan their ID Badge for meals. Outside food is not permitted. Running to get in the lunch line will not be tolerated; students are to wait their turn without pushing or breaking in line. **AFTER EATING, PICK UP TRAYS, ETC. AND PLACE THEM IN THE TRAY RETURN AREA.** **FOOD/DRINK SHOULD NOT BE TAKEN OUT OF THE CAFETERIA.** No one is allowed in the cafeteria that does not have business there.

Care of Property

Every student shall be a protector and caretaker of school board property. **Students who damage, deface, or destroy property of the school system shall be required to pay for damages.** This includes technology such as iPads, laptops, and computers. Students shall respect the property right of others. Safekeeping of valuables:

- **Students should not bring valuables and large amounts of money to school. Students shall be responsible for safekeeping of valuables and should not leave books, clothing, wallets, purses, or other valuables unattended.**
- **Only students assigned to a locker should have the combination.**
- **SMMS is not responsible for stolen property. AGAIN, DO NOT BRING VALUABLES TO SCHOOL.**

Every effort is given by school officials to provide clean restroom facilities. They should be kept clean and safe at all times. Students should inform a teacher or administrator immediately of any unsafe or unclean conditions. Loitering, playing, and loud noise in the restroom are prohibited. Students who write on bathroom walls will be required to clean the walls and will be assigned to on-campus suspension.

Dress and Appearance

All students are expected to follow the school's uniform policy and maintain a neat appearance. Please visit www.scarboroughknights.com to view the 2020-21 Uniform Policy. All students should be in compliance or face disciplinary action.

Scarborough Model Middle School Student Dress Code

Shirts	<ul style="list-style-type: none"> • Polo style shirt with no visible logos. Shirts must be completely tucked in at all times. Only plain white t-shirts should be worn under uniform. 6th grade – Gray 7th grade – White 8th grade – Hunter Green
Pants Khaki uniform pants only (boys and girls)	Medium khaki uniform-style pants worn on the natural waist; full length with no rips or fraying. (No jeans, tights, cargo pants, jeggings, capris, shorts, skirts or joggers)
Belts	Solid Black or brown belts only. No fashion belts or Oversized belt buckles
Socks	Students should wear socks every day.
Shoes Brown leather shoes or Lace up athletic shoes ONLY (see examples on website)	The items below <u>ARE NOT</u> allowed: Slides, flip-flops, crocs, ballet flats, boots, sandals, and/or slippers/house shoes.

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Headwear	Students are not permitted to wear sunglasses, hats, hoods, or other kinds of head covering inside the building unless for Religious reasons. Scarves, bandanas, bonnets, sweatbands or du rags are not permitted.
Outerwear (no hoods)	Sweatshirts, sweaters, and jackets worn inside the building must be Plain Hunter Green or Plain Gray. We sell outerwear in our office. <u>NO HOODIES & NO BLANKETS</u>
Backpack	Students should bring a backpack with school supplies every day.
ID Badge (worn daily)	All students will be issued an ID Badge. Replacements cost \$5. Badges must be worn each day are needed for breakfast, lunch, checking in, & field trips.

All dress code items must be worn appropriately. Students will be subject to disciplinary action. The SMMS Administration reserves the right to change or modify the dress code as needed.

Discipline

The Student Code of Conduct is in force:

- During regular school hours.
- Anytime on school board property.
- While students are being transported on, a school bus or at a bus stop.
- At any other time administrators have responsibility for students including, but not limited to, school-sponsored events, field trips, athletic functions, and other activities.

For safety reasons, a bus driver has the authority to require a reasonable degree of quiet; to assign seats; require that students remain seated; and prevent unsafe and disruptive behavior. Students are expected to follow the directions of the bus driver or face disciplinary action, which may include bus suspension.

The **MCPSS Code of Conduct** can be found on www.mcpss.com

Students must share responsibility in ensuring that our school has an atmosphere that promotes learning.

Students have the responsibility to:

- Respect teachers and those in authority.
- Respect the rights privileges, and property of others.
- Obey laws and local school rules and policies.
- Exhibit a sense of fairness, honesty, loyalty, obedience, courtesy, pride, and trustworthiness.
- Respect the property of other students, school personnel, and the Board of School Commissioners.
- Strive for academic excellence.
- Be prepared for school activities by bringing appropriate materials and completing all assignments.
- Login frequently the student portal in Information Now (I-Now) for students' attendance, behavior/conduct, work study skills, and academic progress.
- Regularly attend for school and classes on time.
- Be knowledgeable of and follow the Mobile County Public School System's Student Handbook and Code of Conduct.
- Behave in a manner that permits uninterrupted learning.

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- Dress and be well-groomed according to uniform dress code policy.

Students have the right to:

- Receive an appropriate public education.
- Be informed of laws and local school rules and policies.
- Expect the school to use proper procedures and allow the student to voice his perspective, especially in response to school discipline.
- Expect records to be maintained confidentially.
- Receive equal treatment regardless of race, gender, sexual orientation, creed, color, religion, or national origin.
- Access information contained in their cumulative and discipline files.
- Receive fair and reasonable punishment that is consistent with the nature and seriousness of the offense.
- Receive all educational services provided by the system if the student meet the established criteria.
- Participate in student organizations authorized and sponsored by the school if the students meet the established criteria.
- Keep their personal possessions private unless school officials need to inspect property to protect students and school property.
- Receive an explanation of grades and/or progress reports.
- Attend school in an appropriate learning environment.

Fees

Local schools may set reasonable fees in non-required courses for laboratory, shop, materials, and equipment.

Field Trips

Several field trips are organized throughout the school year. Any student with any type of discipline referral may or may not be allowed to attend the field trip. ID Badges will be required. The decision will be at the discretion of the principal.

Illness at School

Students who become ill at school must report to the office. If the student becomes sick, injured, or has a fever, early dismissal will be given, providing the parents or guardian can be contacted, and they can arrange for the student to be picked up at school. Early dismissals should be requested only for emergency circumstances such as illness. **NO medication, including aspirin, will be given to students without a doctor's written authorization or parental permission. SUCH MEDICATIONS SHOULD BE LEFT WITH THE SCHOOL NURSE OR OFFICE STAFF, NOT CARRIED BY THE STUDENT.**

Illness outside of School

If students become ill outside of school, they should not come to school. If students are exhibiting symptoms of cold, Flu, or COVID-19, they will not be allowed to enter the school building. Please do not allow students to get on the bus.

It is required that all student files contain an emergency number and address in case of accident or illness that requires emergency care.

Make-Up Work

Make-up work will be administered to a student whose absence was due to illness or other reason coded as "excused". The tests will be given at the discretion of the teacher, but not later than two weeks following the absence. It is the **student's responsibility** to see the teacher to discuss arrangements for the make-up tests. If a student is sick prior to the test, time should be given to get the materials missed before taking the test. Although work should be done as soon as possible, the student should not be penalized if she/he has made an effort to comply with this regulation, and the teacher could not find a convenient time to administer the make-up test. The student will be given the number of days equal to the number of excused days from school to make up work other than tests and special projects.

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Medical Bills and School Insurance

Neither the school nor the Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions.

School Day Accident Insurance is available in the school office and should be purchased by any student whose parents do not have medical insurance. This is a service made available to the students and is not required; however, it is required that students taking part in athletics enroll in this insurance program.

Medications / Medical Screenings

Over the counter medications must be signed by the parent and cleared by the RN, be in a sealed container, and stored in the front office with the school's nurse or designee. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

If it is necessary for your child to take prescription medication during the school day, the parent must bring the medication to the school office and complete necessary documentation. The medication must be in a container appropriately labeled by the pharmacy. Non-prescription drugs will require written permission, the time for medication, dosage, and be in a properly labeled bottle. Every effort should be given to avoid sending medication to school. All morning dosages should be given at home before a student reports to school.

Parent-Teacher Association

The Scarborough Model Middle School Parent Teacher Student Association (PTA) is continuously engaged in activities, which are beneficial to our school. Parents are urged to join this organization and become active in developing the growth of our children.

Progress Reports and Report Cards

Progress reports will be distributed for all students at the midterm of each quarter. Report cards are sent home by students at the end of quarters 1-3 and mailed home at the end of quarter 4.

Letter grades of A, B, C, D, and E are given for all classes including elective and enrichment classes. Although academic credit is not given in the middle school, it is important that upper grade students become aware of the method of grading in the high school. Students are encouraged to establish the skills and self-discipline for study in order to prepare for high school.

“Notify Me” and “INOW Home Portal” are two great ways for a parent to keep track of their student's grades, as well as important information from the school. Both programs are web-based and are user friendly. Any questions about these programs can be answered through the office. **Parents are encouraged to use these services.**

Promotion Standards

Generally, in order to be promoted, a student must earn a yearly passing average (60) in all core courses: language arts, mathematics, social studies, and science. A student who fails one or two core courses may be eligible to attend summer school immediately following the school year.

Refunds

To receive a refund for any payment made, the student must have the original receipt. See Bookkeeper for refunds. Refunds will be issued by check only.

Schedule (Class) Changes

If there is a scheduling issue, please contact a counselor and/or submit a request in writing. We cannot honor all requests in an effort to maintain balanced class sizes.

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School Visitors

Students- Students are not to visit other schools during school hours except for school sponsored events. Pupils who are found in violation of this policy are subject to disciplinary action and may be considered trespassing. This includes students who are on suspension or have been expelled.

Parents - Parents are invited and encouraged to visit the school; visits during the school day should be cleared through the front office. Visitors must obtain a pass to be in the building or on school grounds. Lunch with students is limited and must be scheduled in advance due to student seating in the cafeteria.

Parent-teacher conferences are most important in improving the learning atmosphere. Teachers cannot be called from a class during instructional time to discuss a student's status; conferences must be scheduled during the teacher's planning period. Unauthorized persons on school property are trespassers and shall be subject to removal.

Student Incentive Programs

Several programs are in place to recognize students who exhibit exemplary behavior in all school situations, demonstrate leadership, and have made significant academic improvements.

Transportation

Students who are transported by car should utilize the car-rider line. **Students may not be dropped off or picked up on side streets or private properties.** Car riders should report to the front of the school. Students should not roam around the school campus during this time. Students that walk home should leave campus when school is out. Students walking or riding bikes to school must use appropriate crosswalks. Questions regarding school bus transportation should be directed to the school office.

Textbooks

MCPSS distributes textbooks to teachers as a classroom set only. Online textbook codes will be provided to students, as they are made available.

Fire Drill / Evacuation Guidelines

(Parents: If you are on campus, you must participate in the drill.)

Every teacher must explain fire drill/evacuation procedures to their classes. Fire drills will be held in accordance with School Board Policy. Fire evacuations maps are posted in all classrooms, common areas, and strategically placed throughout the building.

Internet Acceptable Use Policy and BYOD Policy

CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET

The use of Internet resources accessed from any computer that is the property of the school system or any computer connected to a local area network within any school system facility is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or punishment for such violations as prescribed in the Student Handbook and Code of Conduct. Mobile County Public School System will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.

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Unacceptable uses of the school network and Internet include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other individuals.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Mobile County Public School System.

All users should be aware that the inappropriate use of Internet resources could be a violation of local, state, and federal laws.

Cellular Phones, Mobile Devices, and Headphones

QUITE SIMPLY, THIS IS A SCHOOL AND STUDENTS SHOULD NOT BE IN A CLASSROOM OR WALKING AROUND CAMPUS LISTENING TO MUSIC, WATCHING VIDEOS, MESSAGING, OR TALKING ON THE PHONE.

- Cell phones should be powered off put away in a purse or backpack during the school day.
- We will provide devices for student work during the day.
- In some cases, we may not have enough devices and students will be allowed to use devices for **academic purposes only**. Teachers will let students know if devices should be out. Otherwise, devices should always be put away.
- **Staff members can confiscate devices if students are using them or if they are deemed a distraction to the educational process.**
- Students should not be recording audio or video at school and/or posting online.
- Students should not be engaging in Social Media during school hours.

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