

Causey Middle School

Student/Parent Handbook

2019 - 2020

David Sprinkle
Principal

Marcy Miller
Assistant Principal, 6th Grade

Allison Streeter
Assistant Principal, 7th Grade

Jason Smith
Assistant Principal, 8th Grade



“Excellence is the Expectation”



Causey Middle School

2205 McFarland Road • Mobile, Alabama 36695 • (251) 221-2060

Dear Parents and Students,

I am happy to welcome you and your family to Causey Middle School. We are excited about the upcoming year and are dedicated to offering the best educational opportunity for every child.

The purpose of this handbook is to communicate to our students and parents Causey's expectations and goals, as well as to share information regarding the outstanding programs we offer. There are many policies, services, and regulations discussed in the following pages. Please read this book with your child, and keep it readily available throughout the year.

We realize the importance of developing, in each child, an attitude of self-respect and self-worth. We will try to provide a variety of opportunities for students to form meaningful and responsible relationships. Anytime you have a question, concern, or suggestion regarding Causey Middle School, please feel free to contact me. I am truly interested in your input, and I welcome the opportunity to conference with you.

The teachers and staff join me in saying that we are happy to have you and your child/children as part of the Causey family. Please know that we extend an open invitation to your family for all Causey activities, and we hope this will be a successful and meaningful year for you.

Sincerely,

David Sprinkle

David Sprinkle
Principal

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Mobile County
PUBLIC SCHOOLS

Board of School Commissioners

Mr. Doug Harwell

District 1

Mr. Donnie Stringfellow

District 2

Mr. Reginald Crenshaw

District 3

Mr. Robert Battles

District 4

Dr. William Foster

District 5



Mobile County Public School System

Vision Statement

Mobile County Public Schools will become a premier educational system where students engage in multiple pathways leading to success in a global society.

Mission Statement

The mission of Mobile County Public Schools is to graduate prepared and productive citizens.



Causey Middle School

Vision Statement

Our students will work to their potential to become college and career ready, thus making them competitive in a global society.

Mission Statement

The mission of Bernice J. Causey Middle School is to provide a challenging, quality education in a safe and nurturing environment.

BERNICE J. CAUSEY MIDDLE SCHOOL DIRECTORY

Telephone (251) 221-2060

Fax (251) 221-2062

<u>NAME</u>	<u>TITLE</u>	<u>EXTENSION</u>
David Sprinkle	Principal	11201
Marcy Miller	Asst. Principal, 6 th Gr.	11217
Allison Streeter	Asst. Principal, 7 th Gr.	11215
Jason Smith	Asst. Principal, 8 th Gr.	11216
Kimberley James	Counselor, 8 th Gr.	11205
Kimberly Stokes	Counselor, 7 th Gr.	11206
Sydney Shuford	Counselor, 6 th Gr.	11207
Amie Kramer	Registrar	11209
Brooke Rose	Bookkeeper	11210
Rachael Reese	Attendance Clerk	11212
Kasi Orr	Office Clerk	11211
Karen Johnson	Nurse (First Aid)	11227
Jeannie Crabtree	Cafeteria Mgr.	11203

MOBILE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL YEAR ACADEMIC CALENDAR

July 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4- Independence Day
(System-wide Holiday)

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2- Professional Dev.
5- Teacher Work Day
6- 1st Quarter Begins/School Starts

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2- Labor Day
(System-wide Holiday)
9- Mid-Quarter Progress Reports

OCTOBER 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8-11- Q1 EQTs
11- 1st Quarter Ends (48 days)
14- Teacher Work Day
15 - 2nd Quarter Begins
21- Report Card Distribution
21- Parent & Family Engagement Day

NOVEMBER 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-Veterans Day
(System-wide Holiday)
12- Mid-Quarter Progress Reports
25-29- Thanksgiving Break
(School Holiday)

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-19- Q2 EQTs
19- 2nd Quarter Ends (42 Days)
20- Teacher Work Day
23-31- Christmas Break
(School Holiday)

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-New Year's Day
(System wide Holiday)
2-3- Teacher Work Day
6- Professional Dev.
7- Students back/3rd Quarter Begins
13 - Report Card Distribution
20- MLK Jr. Day
(System-wide Holiday)

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

10- Mid-Quarter Progress Reports
24-26- Mardi Gras / Fat Tuesday/ Presidents Day
(System-wide Holiday)
27-28- Professional Dev.
27-28- Holidays for Students

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-12- Q3 EQTs
12- 3rd Quarter Ends (42 Days)
13- Teacher Work Day
16- 4th Quarter Begins
30-April 3- Spring Break

APRIL 2020

S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-3- Spring Break
20- Mid-Quarter Progress Reports

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 and 18-20- Q4 EQTs
20- 4th Quarter Ends (43 Days)
Last Day for Students
21- Teacher Work Day
25- Memorial Day
(System-wide Holiday)

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 Month Employee Holidays 2019-20
July 4-Independence Day
Sept.2-Labor Day
Nov. 11-Veterans Day
Nov.28-29-Thanksgiving
Dec. 24-25-Christmas Break
Dec.31& Jan. 1 New Year's
Jan.20 MLK Jr. Day
Feb-24-26 Mardi Gras/ Pres. Day
May -25 Memorial Day

 Begins and Ends of Qtr.

 Teacher Planning/Staff Development/Student Holiday
9-FLEX DAYS
 Student/Teacher Holidays

Articles Prohibited In School

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures. Such items as **rolling book bags, cameras, radios, electronic games, compact disc players, digital recorders, I-Pods, MP-3 players, perfume, cologne, laser pointers, fidget spinners, and trading cards** will be impounded and may be picked up by the parent at a designated time. Parents are requested to help students understand the necessity for such regulations.

Illegal Weapons

To maintain a proper educational environment, neither students nor parents shall possess on his/her person any illegal weapon while on school property, while participating in a school sponsored function, or while in school buildings.

Illegal weapons are identified as explosives of any type, fire arms of any type, a knife of any kind, ammunition, brass knuckles, a chemical dispensing device (pepper spray), a hoax explosive, a club, or any instrument or object deemed by the principal to be a weapon. Students in possession of any type weapon will be subject to the sanctions provided in Section E of the Student Code of Conduct. These sanctions include suspension, possible arrest, and possible recommendation of expulsion. ***Look-a-like weapons are also prohibited and students are subject to disciplinary sanctions for violations of this policy.***

Nuisance Items

Any object not necessary to the instructional program is disallowed in the school building or on school grounds. Items such as **rolling book bags, skateboards, laser pointers, yo-yos, dice, playing cards, rubber bands, trading cards, hair rakes, fireworks, water pistols, sling shots, combs with teeth over two inches long, head bands, hats (including baseball style caps), perfume, cologne, fidget spinners, or any other item deemed inappropriate by the principal** will fall into this category. Items will be taken up and kept in the assistant principal's office until returned to the parent. The school is not responsible for nuisance items taken from students.

Assemblies

Assemblies are an important part of the middle school experience. Pep rallies, theater productions, honors assemblies and other activities are held periodically at Causey Middle School. A student's conduct in assemblies must conform to the standards of good taste and decorum. Students who do not conform will be asked to leave the assembly and face disciplinary action in accordance with the Student Code of Conduct.

Athletics

Competitive athletics will be offered to grades 7 and 8. The following sports will be offered:

BOYS

Football
Basketball
Track
Baseball
Soccer

GIRLS

Volleyball
Basketball
Track
Softball
Soccer

Good Sportsmanship for Students and Others

1. Remember that a student spectator represents the school, as does the athlete.
2. Recognize the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team.
4. Accept the decisions of officials without question.
5. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
6. Insist on the courteous treatment of the visiting team, as it passes through the streets or visits the local school building and extend the members every possible courtesy.
7. Be considerate of any injured player on the visiting team.
8. Acquaint the adults of the community and the elementary school students with the ideals of sportsmanship that are acceptable to Causey Middle School.
9. Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
10. Be friendly and polite to all visiting spectators.

Athletic Eligibility

Interscholastic athletics are an integral part of the middle school experience at Causey Middle School. In order to participate, student athletes must meet certain academic requirements prescribed by the Alabama High School Athletic Association. The following rules must be met in order for a student to be athletically eligible:

- A. *Only students in grades seven and eight are eligible to compete in interscholastic sports.*
- B. Students entering grade seven for the first time are eligible to play any offered sport.
- C. Students entering grade eight must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70% in those five subjects.
- D. Students must be enrolled within the first twenty days of a semester as a regular student in the school system where the student will participate. The twenty-day rule may be waived as a result of extenuating circumstances.
- E. Any student who has reached his/her fifteenth birthday prior to August 1 is ineligible.
- F. Middle school students may be eligible only two seasons in any one sport.
- G. A student who is a member of any school athletic team may not participate on a non-school team in the same sport during the season for that sport.

Athletic Transfer Rule

A student is eligible in the school zone in which his/her parents reside. Any student who completes one year's attendance at a school outside his/her home school zone and fulfills all other requirements becomes eligible in that school. This does not apply to foreign exchange students.

A student whose parents make a bona fide move completely out of one school zone into another school zone may transfer all his/her rights and privileges to the member school that serves the area where the parents reside. Custody or legal guardianship set up with anyone will not establish immediate athletic eligibility.

Attendance

State law requires that all students attend school until the age of seventeen (17). Furthermore, the state legislature has declared that any student enrolled in school, regardless of age, is required to adhere to all attendance and truancy laws and policies.

Responsibilities of Students and Parents

- A. Students are required to be on time for school each day. It is the responsibility of parents or guardians to make sure that their children arrive on time each day.
- B. Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from a parent meets the following state guidelines: illness, death in the immediate family, inclement weather (as determined by the principal) which would be dangerous to the life and health of the child, legal quarantine, emergency conditions (as determined by the principal), and prior permission of the principal and consent of the parent or guardian. The note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence.
- C. A written note from a parent or guardian, as described above, will excuse absences for up to, but not exceeding, **(8) eight days**.
- D. Parents or guardians of a student who is absent nine (9) or more times must present a clinical or doctor's excuse to the school in order for the absence to be excused. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This statement shall reflect the nature of the child's illness, and state that the child may have to miss school periodically due to the illness. Failure of the parent or guardian to provide the school with a chronic ailment statement can result in unexcused absence accumulation, and referral to Juvenile Court.
- E. Prior permission must be obtained from the principal in order for absences for out-of-town trips to be excused. *Excused absences for family vacations are strongly discouraged*, and will be permitted only if there are unusual circumstances that, within the principal's discretion, merit an excused absence.
- F. Students must be in attendance for one-half of the instructional day to be counted present. *An early dismissal before 11:00 A.M. will be counted as an absence.*
- G. A student approved by the principal or his designee to participate in or attend a school-sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities. Assignments must be asked for no later than two school days after the student returns from the activity. Teachers will allow a reasonable time for all work to be turned in for credit.

Makeup Work

Whenever absent, it is the student's responsibility to secure assignments that were missed and turn them into the teacher. A student is given a minimum of two days to make up work for each day he/she is absent. The teacher may give more time, but not less than two days per day of absence. **All assignments must be completed. Students are responsible for all make-up work. Work missed due to out of school suspension may be made up. However, students are not assured full credit for work rendered.**

Parents may call the school to get assignments for students after the student has been absent for two days. The school should be contacted no later than 8:00 a.m. to allow teachers to use their planning period for preparation. Assignments need to be picked up after school on the same day. If a student is present the day an assignment is made and absent the day an assignment is due or a test given, the student is still responsible for the assignment/test on the day he/she returns to school. The due date for assignments may be extended, however, at the discretion of the teacher.

Tardiness to School

Students are expected to be in their assigned homeroom class when the tardy bell rings and teachers may require students to be in their seats when the tardy bell rings. Students who arrive at school after 7:20 AM must report to the main office and receive a check-in form that will serve as their pass to class. Students arriving tardy without a parent or doctor's excuse will be assigned an unexcused tardy for the purpose of attendance. All tardies to school will be considered unexcused with the exception of doctor's appointments, parent notes, or in the case of inclement weather (as determined by the principal) which would be dangerous to the life and health of the child. Also, tardies caused by emergency conditions or extenuating circumstances (as determined by the principal) may be excused. After the third unexcused tardy to homeroom the teacher will notify the parent in writing regarding the problem. After four unexcused tardies the student may be assigned detention by the administrator. If the unexcused tardies continue, the student may be assigned to retract. After 8 tardies, a letter will be sent to parents regarding this problem. *Tardiness to school is an "A" offense and will be handled according to the Mobile County Code of Conduct.*

Student Withdrawal

Parents must notify the campus of intent to withdraw a student. The student will obtain a withdrawal form from the registrar. All books must be returned at the time of withdrawal and all fines and fees must be paid before being cleared by the registrar.



**Causey Middle School
Bell Schedule
2019-2020**

	6 th Grade	7 th Grade	8 th Grade
Homeroom/ Announcements	7:15 – 7:30	7:15 – 7:30	7:15 – 7:30
1st Period	7:34 – 8:32	7:34 – 8:32	7:34 – 8:32
2nd Period	8:36 – 9:34	8:36 – 9:34	8:36 – 9:34
3rd Period	9:38 – 11:08 Lunch	9:38 – 10:36	9:38 – 10:36
4th Period	11:12 – 12:10	10:40 – 11:38	10:40-12:10 Lunch
5th Period	12:14 – 1:12	11:42 – 1:12 Lunch	12:14-1:12
6th Period	1:16 – 2:14	1:16 – 2:14	1:16 – 2:14
Announcements	2:15 – 2:20	2:15 – 2:20	2:15 – 2:20

Regular Bell Schedule

Homeroom 7:15
Bus Dismissal 2:20
Car/Walker Dismissal 2:30

Bus Transportation

Bus transportation is a privilege provided **only** for students living in Causey's school zone. *Transfer students are **NOT** eligible for transportation.* Students may be picked up and dropped off only at their designated bus stop. Students are subject to the guidelines of the Student Code of Conduct when they are using school transportation. **Any student who violates that code or established rules of conduct while on school transportation may be denied transportation services and will be disciplined.**

The following general rules will apply to student conduct on school transportation:

- A. Follow the driver's directives at all times.
- B. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- C. Keep books, band instrument cases, feet, and other objects clear of the aisle.
- D. Do not deface the bus and/or its equipment.
- E. Do not put head, hands, arms, or legs out of the window or hold any object out of the window or throw objects within or out of the bus.
- F. Do not smoke or use any form of tobacco.
- G. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

When a student violates the rules of conduct on school transportation:

- A. A conference with an administrator, the student, the driver, and the parents may be required.
- B. The Administrator may suspend the student's bus riding privileges. If so, the parents will be notified in writing prior to the time the suspension takes place.
- C. In cases of serious misconduct that endangers the safety and security of other passengers, the driver is authorized to contact law enforcement for assistance. In such instances, the student will not be permitted to ride the bus again until a conference with all parties involved is held, and the student is cleared by the Administrator.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

Transportation-School Sponsored Trips

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. In the event of an extraordinary situation, an exception may be made if the student's parent or legal guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal prior to the event.

Neither the school, nor the Mobile County Public School System, shall be liable for any injuries that occur to students who are traveling in vehicles that are provided by private owners or operators.

Permission to Ride a Different Bus

School Board policy states that “... *students are not allowed to ride more than one bus and are not authorized to have more than one assigned bus stop.*” Administrators will **NOT** deviate from this policy unless there is an extreme emergency and no other options are available. Parents must put in writing the reason for the emergency request and a phone number where they can be reached to discuss the matter. The student must **submit the request to their grade level administrator before 9:00 a.m.** on the date of the request in order for it to be considered. **Under no condition will permission to ride a different bus be granted for other than emergency purposes.**

Cafeteria Services

Causey Middle School participates in the National School Lunch Program and will offer free breakfast and lunch to all students for the 2019-2020 school year. **Food from outside vendors cannot be delivered or brought into the cafeteria during lunch.**

Breakfast and Lunch are available each day, or students may bring a lunch from home.

STUDENTS ARE EXPECTED TO KEEP THE CAFETERIA CLEAN. TABLES SHOULD BE CLEARED OF TRAYS WHEN A STUDENT FINISHES EATING AND TRASH IS TO BE DISPOSED OF PROPERLY. THE FLOOR IS TO BE KEPT CLEAR OF FOOD AND PAPER.

During breakfast and lunch, students are to remain in the cafeteria area. Students are not allowed on the halls, at the snack machines, in the gym, or in the media center without a pass.

Cell Phones

School Board policy prohibits students from using cell phones or electronic paging devices while at school. *School Board policy* requires that cell phones be turned off and stored away during school hours. All Causey students are required to store cell phones in their book bag at all times; unless given permission by a teacher to use for instructional purposes. If a cell phone or paging device is discovered by teachers or administrators, it will be confiscated. Students may also be assigned detention for a first offense. Subsequent offenses may result in a student being assigned to retract. Parents will be required to come to school to recover the item at a designated time determined by an administrator. ***School Personnel are not responsible for lost or stolen cell phones.***

Change of Address

Guardians and students are to inform the registrar immediately of changes in home address, business address, or telephone number. This information must be kept current in case of emergency.

Cheerleader Selection Process

Students wishing to try out for cheerleader must be academically eligible according to the guidelines set forth by the Alabama High School Athletic Association. Furthermore, candidates must have a good discipline record before being allowed to try out. Candidates will audition before a panel of qualified judges and selections for the squad will be determined using the judges' scores. Further details regarding the try-out and selection process may be obtained from the cheerleader sponsor.

Closed Campus

Causey Middle School is a "closed campus". This means that no one comes onto or leaves the school campus without permission. All visitors must secure permission to be on campus by first going to the main office and obtaining a visitors pass. Individuals who do not obtain permission to be on campus face the possibility of legal action by the school. Students may not leave campus during school hours without first obtaining an early dismissal from the attendance clerk.

Clubs and Organizations

Clubs and organizations provide many opportunities for students to participate in activities that contribute to the total development of the individual. Many student organizations are provided at Causey Middle School, and all students are encouraged to participate in those extra-curricular activities. Student clubs and performing groups such as the band, chorus, academic, and athletic teams, may establish their own guidelines, and consequences for misbehavior. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization.

Complaints by Students/Parents

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the grade level assistant principal can be requested. If further action is required, a conference with the principal can be requested.

Complaints by students or parents about instructional materials, removal to alternative educational programs, expulsion, or prior review of non-school materials intended for distribution to students are handled by procedures specific to policies in those particular areas. To review relevant policies or to obtain further information, see the principal. Complaint forms are available in the main office.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the principal. For a complaint regarding sexual harassment see the section on Sexual Harassment in the Student Code of Conduct.

A complaint regarding the placement of a student with disabilities, or about special education or 504 programs and services, should be directed to the Assistant Superintendent of Special Services 221-4245.

Computers and Networks

All hardware, peripheral equipment, cabling, and software are property of the Mobile County Public School System and Causey Middle School. While this equipment is for the use of students in an instructional setting, we reserve the right to bar any student from using the equipment if that individual has violated any of the rules expressed below. Staff members are to report to an administrator the names of persons responsible for any incidents of unauthorized or unacceptable use.

- A. A student cannot install, remove, alter, or copy freeware or shareware from the network or hard drive from any system computer.
- B. A student shall not damage or destroy any computer, network, or associated technology. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, or associated equipment.
- C. A student shall not break into nor attempt to break into the computer network. Violations of this rule will be reported to the police.
- D. All files and programs on the computers or file servers were created by a user for that user's benefit only. Users shall not erase, rename, or make unusable anyone else's files or programs. Users shall not attempt to discover or use another user's password.
- E. Users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such action is often referred to as introducing a virus.
- F. Users shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Users shall not deliberately access any unacceptable, obscene, or objectionable information, language, or images.

Violation of one or more of the user rules identified above will result in disciplinary action. Violators may also be reported to the appropriate law enforcement authorities. In all instances, user privileges can be denied.

Conferences

Students and parents may expect teachers to request a conference if the student is not maintaining passing grades or achieving at the expected level of performance. Conferences may also be required if the student is presenting a behavior problem to the teacher or for any other case that the teacher considers necessary. **To assist us in contacting you, please be sure that current business and home phone numbers are available in the office.**

A student or parent who wants information or wants to raise a question, should confer with the appropriate teacher, counselor, or administrator. A parent who wishes a conference may call the office for an appointment during the teacher's planning period or request that the teacher call the parent during the planning period or at another mutually convenient time.

Counseling

Academic Counseling

All students are encouraged to talk with school counselors, teachers, and administrators in order to learn about the curriculum & course offerings. Eighth grade students should also inquire about graduation requirements, and the differences between diploma programs at the high school level.

Students who are interested in attending a college, university, training school, or some other advanced education should work closely with their counselor so that they take the courses to best prepare them for further work.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns.

Damaged Property

Parents or guardians shall be responsible for willful damage to the school building, furniture, grounds, textbooks, or other property of the school by their child or ward. The administration and building engineer shall assess the cost of repairs.

Delivery Items

Under no circumstances will items such as flowers, balloons, etc. be accepted at school.

Discipline

Discipline in school helps prepare youth to assume their positions of citizenship in our democratic society. Policies and procedures of discipline must be employed to establish respect for authority and to maintain favorable learning conditions free from distractions and misbehavior.

The maintenance of a desirable school environment conducive to meaningful and effective learning experiences requires the combined efforts of parent or guardians, students, and school personnel. It is the responsibility of school administrators and teachers to see that rules and regulations are enforced in a consistent manner, and the duty of each individual student to see that rules are understood, followed, and obeyed.

The **Mobile County Public Schools Student Handbook & Code of Conduct** governs all student behavior and will be enforced by the teachers and administrators. A copy of the **Code of Conduct** will be distributed to all students at the beginning of the school year.

This comprehensive document classifies all offenses recognized by the school system and the consequences for student misbehavior. Students and their parents are encouraged to read the **Code of Conduct** carefully, and to acquaint themselves with the rights and responsibilities contained therein.

The following general rules apply to all students and must be adhered to at all times:

Group A

- A. Students are expected to act respectfully toward other students, staff members, and faculty.
- B. Students are expected to obey all school-wide and classroom rules and procedures.
- C. Eating is allowed only in authorized areas.
- D. Students are expected to be on time to school and ***all classes***. (After 4 unexcused tardies to class, detention will be assigned by an administrator. Excessive tardies may result in the student being assigned to retract.)
- E. **Students are expected to be properly dressed in their school uniform at all times.**

Group B

- F. Leaving campus or the classroom without permission is not permitted.
- G. Truancy and class cutting are not permitted.
- H. Students are not allowed to use electronic communication devices while on campus during school hours.
- I. Use of profanity is not permitted, and use of obscene language toward students, faculty, staff and/or administrators is grounds for suspension.
- J. Acts of physical aggression (fighting) are not permitted, and are grounds for suspension and possible arrest.
- K. Possession and/or use of tobacco products is prohibited and grounds for suspension.
- L. Possession and/or use of gambling devices (dice, cards) is NOT permitted. Gambling of any kind is NOT permitted.

Group C

- M. Theft of property is considered criminal behavior and will result in suspension and possible arrest.
- N. Assault and/or harassment, including threats, are serious offenses which can result in criminal prosecution, suspension, and possible arrest.

Group D and E

- O. Possession, use, or sale of alcohol, marijuana, or other drugs is prohibited. Violation of this policy will result in suspension, possible expulsion, and possible arrest.
- P. Possession of weapons of any kind is not permitted. Violation of this policy will result in suspension, possible expulsion, and possible arrest.

Students with one out-of-school suspension or three assigned retracts will NOT be allowed to attend any special activities (including the 8th grade celebration), or any after school programs for that semester. This is at the discretion of the grade level administrator.

Consequences:

Group A offenses will be handled by the individual teachers. Repeated Group A offenses (4 per quarter) will be written up with all documentation attached and sent to the administrator as an ***act of willful disobedience*** (Group B offense).

Detention

A student may be assigned after school detention by an administrator for minor infractions of the Code of Conduct. Students/parents will be given written notice as to the date and time of the detention and will be notified at least one day prior to the detention. *Students who fail to stay for detention without an excused absence will be assigned to **Retract**.*

Retract

Retract is a self-contained classroom that serves as a center for in-house suspension. Students may only be assigned to retract by a school administrator, who will contact the parent by telephone and/or by letter. Students will stay in the Retract center for a prescribed number of days and complete daily assignments for each scheduled class. While in Retract, students are expected to adhere to all the rules of the Retract Center. ***Failure to follow the rules and regulations while assigned to retract constitutes grounds for suspension.***

Suspension

Suspension from school occurs when a student is repeatedly disruptive in class, or when the student commits a serious violation of the Student Code of Conduct. Suspension from school may range in length from three days to the remainder of a semester. Before a student can be readmitted to school, once they have been sent home with a notice of proposed suspension, a conference must be held involving the student, their parent, and an administrator.

Distribution of Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on the school campus by a student or non-student without the approval of the principal. Any student who posts or distributes material without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed.



**Causey Middle School
Uniform Policy
2019-2020**

This Dress Code was developed to encourage Causey Middle School students to become contributing members to the community and promote self-pride, good character, and self-respect. Any violation of the dress code will be handled according to the Mobile County Public School System Code of Conduct.

Shirts - Colors: 6th Gray; 7th White*; 8th Navy

- No logos Except--Causey Middle School
 - Traditional polo/golf type shirt--no more than 3 buttons, must have a collar, straight or banded sleeves
- Shirts must be tucked in and collars must be visible.
 - Undershirts are to be solid--Navy, White, Black or Gray

Pants/Capris/Shorts---Tan/Khaki

- Uniform style, straight-leg; must be hemmed no ruffled, frayed, cut, or torn edges.
- No jeans, denim, corduroy, patch pockets, decorated pockets, watch pockets, cargo, painter, flare legs, low cut or low rise pants
- Pants must be worn at waist line—No sagging, oversized or extremely tight pants
- Short length cannot be shorter than 2 inches above the knee
- No elastic waists or elastic ankle pants (jogger style)

Socks

- White, black, navy, gray-solid colors only

Shoes

- Athletic shoes/tennis shoes only
- No sandals, open toe, open back, platform shoes, boots, moccasins, Crocs, ballerina/baby doll style slippers or slides

Outerwear

- Causey Middle School outerwear only
- No Baker or other schools or colleges will be represented
- No hoodies or jackets with hoods are to be worn on campus
- Only solid gray and navy jackets will be allowed

ID Badges

- I. D. Badges must be worn at all times and attached to the student's collar with picture visible.

Jewelry/Hair/Accessories

- No bandannas of any color
- **No fanny packs of any kind ***
- No hats, sweat bands or head covering
- **No head bands over 3 inches in width ***
- **Head bands cannot have any logos or hang below the hairline ***
- Belts must be black or brown and worn at all times
- No excessive makeup or ear rings that expand the ear lobe
- Hair color must be natural, out of eyes, and non-distracting
- No tongue rings, nose rings, facial or distracting jewelry
- No tattoos

When non-uniform or other contraband items are confiscated, they may be retrieved by a parent or guardian. Please contact your grade level administrator for pickup time.

Dress Code Ticket System

At the beginning of each quarter each student will receive three (3) tickets. These tickets will list the uniform violations that all students have been taught to avoid. It is the student's responsibility to keep the tickets in his or her planner at all times. When or if a teacher sees a student who is not adhering to the uniform policy of Causey Middle School, that teacher should take a ticket from the student, circle the uniform code violation, sign and date it. Then the ticket should be given to that student's homeroom teacher. Once a student has lost all three tickets the next (4th) violation is to be written up and referred to an administrator.

Early Dismissal

No student will be released from school at times other than regular dismissal hours except in the case of an early dismissal requested by a parent or guardian. Students will not be released to anyone not listed as a parent, guardian, or other emergency contact person. To obtain an early dismissal, parent or guardian must first report to the main office, identify himself/herself, and request that office personnel call the student from the classroom. To encourage effective use of classroom learning time, we ask that you limit early dismissals to emergency situations as much as possible. **Early dismissals will NOT be granted after 2:00 p.m. unless prior permission is given by the principal.**

Emergencies

Unanticipated events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do when a crisis occurs can minimize confusion, rumors, and the impact of the event on students and the community. Causey Middle School will hold periodic fire drills, tornado drills, and simulated lock downs in order to familiarize students, staff, and faculty with their responsibilities during times of crisis. It is important that everyone take these drills seriously. In the event of a true emergency, preparedness saves lives.

Fire

In the event of a fire or fire drill, students and faculty will be alerted by the high-pitched sound of the fire alarm signal. This signal is accompanied by the flashing of strobe lights in the classrooms and hallways. When the signal is given students are to stand by their desks and file from the classroom and building in an orderly fashion. Talking is to be kept to a minimum in order that instructions from the teacher, the administration, or emergency personnel can be communicated effectively. A map showing exit routes from each classroom is found in each classroom, and on the hall exit doors.

Tornadoes

In the event of a tornado or tornado drill, a special bell that signals the approach of dangerous weather will alert students and faculty. Once alerted, students will move to the nearest hallway, sit on the floor facing the wall, and cover their heads to the best of their ability. The ringing of a regular bell will signal the return to classrooms. Again, talking is to be kept to a minimum in order that instructions from the teacher, the administration, or emergency personnel can be communicated effectively. A map showing the location for each class during a tornado or tornado drill is found in each classroom.

School Lockdown

In the event of an extreme emergency the school will go to lockdown status. Lockdown status will be signaled by an all call informing teachers to secure their rooms and lock doors.

When lockdown status is directed, teachers should quickly check the hall outside their classrooms and get all students into a classroom immediately. Classroom doors will be locked and will remain so until clearance is given by the administration or emergency personnel. Students are to remain calm and quiet. They should remain clear of windows and follow the directions of the teacher, administration, or emergency personnel.

Should it be necessary to go to lockdown status in the morning, prior to the take in bell, students are to enter the building at the closest door and report immediately to their section unless otherwise directed by an administrator or school official.

Should it be necessary to go to lockdown status during lunch, students are to remain seated in the cafeteria until directed to move. Students in the snack machine area shall immediately move into the cafeteria or the gymnasium.

Should it be necessary to go to lockdown status after school dismisses, students shall return immediately to their homeroom classroom unless otherwise directed by an administrator or school official. Students who are already on their bus shall stay in that location until otherwise directed.

Emergency School Closing

In the event of severe weather or other extreme circumstances that may call for school to be closed, students and parents should listen to local radio or television stations that carry announcements as soon as a decision has been reached. (Television: WKRG, WPML, WALA / Radio: WABB, WKSJ, or the like)

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, pens, paper, erasers, and notebooks. However, students may be required to pay certain other fees or deposits including:

- A. Club dues
- B. Materials for a class project the student will keep
- C. Personal physical education and athletic equipment and apparel
- D. Voluntary purchases of pictures, publications, class rings, etc.
- E. Student accident insurance
- F. Instrument rental and uniform maintenance
- G. Fees for damaged/lost library books, textbooks, and school-owned equipment
- H. Elective Classes
- I. Replacement I.D. Badges (\$5.00)**

Field Trips

Field trips are an important part of the middle school experience and teachers offer many exciting opportunities for students to enjoy. Students wishing to participate in any off campus activities must return a permission form, signed by their parent or guardian, prior to the field trip. Students are representatives of Causey Middle School whenever they travel away from school and they are expected to be on their best behavior. Students are reminded that the Code of Conduct is in effect during all off campus activities. Students may also be denied the right to participate in field trips if they have accumulated more than five un-excused absences during a semester. The decision to grant or deny permission to participate in off campus activities will be left to the discretion of teachers and administrators.

First Aid Medication

If it becomes necessary for a student to take any form of medication at school, a signed "School Medication Form" must be presented to the office. (This may be obtained from the school nurse). Only prescription medication in the original prescription bottle will be dispensed. The label must clearly state the child's name, doctor's name, medication, and dosage. **Students are not allowed to carry ANY medication with them while at school.** The only exception to this would be an emergency inhaler for those students who have a current prescription on file with the school nurse.

Emergency Illness

The school will make every effort to inform the parents of any illness or accident occurring at school that may need care and observation at home. To assist us in contacting you, **please be sure that current business and home phone numbers are available in the office.** If a parent cannot be contacted, the school will act in the manner considered to be in the best interest of the child. **THE OFFICE NEEDS TWO PHONE NUMBERS** to call when a student becomes ill. Parents are to notify the counselor, school nurse/first aid attendant, and the child's teachers in writing if a student has a chronic illness or disability that could require special or emergency treatment.

Fund Raising

All fund raising activities must be approved by the *Principal* in advance.

All funds (profits) collected must go to support a particular school program or organization.

Grading System

The following grading system shall be used to determine equivalent grade point averages in all curriculum offerings:

A	100-90	4 Points
B	89-80	3 Points
C	79-70	2 Points
D	69-60	1 Point
E	59-0	0 Points

Insurance

At the beginning of the school year, the school system will make available a low-cost student accident insurance program. Parents are responsible for paying premiums and for submitting claims to the insurance company. Neither the school system, Causey Middle School, nor any of its employees will be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Law Enforcement

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will verify the identity of the officer or other authority and ask for an explanation of the need to interview the student(s). The principal will make a reasonable effort to notify parents unless the interviewer provides what the principal considers to be a valid objection.

Students may be taken into custody under the following conditions:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- The principal will ordinarily be present unless the interviewer provides what the principal considers a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.
- By law enforcement officials if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and verify the official's authority to take custody of the student.

The principal will then attempt to notify the parents of the student unless the officer or other authorized person provides what the principal considers a valid objection to notifying the parents. Notification of parents will most likely take place after the fact, because the principal does not have the authority to prevent or delay a custody action.

Library/Media Center

The library media program will enable individuals to become informative, literate, and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities.

The program will enable individuals to access, analyze, assimilate, and use information effectively in the following ways:

- By providing instruction to foster competence in acquiring and using information and ideas, and in evaluating information resources
- By stimulating interest in reading and appreciation of literature through group instruction and individual guidance
- By providing intellectual and physical access to materials in multiple formats

- By working with other educators to design and carry out learning experiences to meet the needs of individual students.

General Information

- The library is open from 7:20-2:20 every day.
- The Media Center program provides computers with Internet access. The student “Internet Use Form” (see enrollment card) must be signed by the parent for the student to have access to the Internet.
- Students must have a pass unless escorted by a teacher.
- Books will be checked out on a two-week basis.
- Fines will accrue for overdue books.
- The fine is 5 cents per day.
- Students may check out two books at a time.
- Alabama Virtual Library cards are available upon request.

Library Rules

- No food, drink, or gum is allowed in the library.
- Voices must be kept low so others are able to read or study.
- Students must have a pass to visit the library.
- Students must respect the school/library property.

Lockers

Classroom lockers may be assigned during the first two weeks of school. Any problem occurring (mechanical or otherwise) with the classroom locker should be reported to the office.

It will be the student’s responsibility to care for and protect his/her locker. Lockers are issued to the students for protection and convenience. Lockers are the school’s property and as such may be inspected by school officials using a master key. Each student has his/her own locker. Sharing is not permitted. For the student’s protection, we ask that they not give anyone their locker combination. The student must be especially careful to see that his/her locker is always locked after use.

Office Rules

Students are not to come to the office without a completed hall pass. Upon entering the office, the student will be asked, “Do you have a pass?” If the answer is “no”, they will not be allowed to remain in the office. If the pass is to use the phone, the student should be prepared to answer questions about why they are using the phone. They should also be prepared to have their phone call monitored. If the pass is for First Aid, they will be seen by the First Aide nurse/attendant and should be prepared to answer questions about their medical needs.

Student Use of Phone

The school phone is for business purposes. Students will be allowed to use the phone in cases of emergency only, to avoid waste of precious learning time. Please assist us by making sure that your child knows how he/she will get home from school and all other vital information prior to coming to school. ***Students will not be called out of class to answer or***

make phone calls. Students are not allowed to use cell phones on campus during school hours. Parents should not call or text their student during school hours. Please call the front office if you have an emergency.

Parent Involvement and Responsibilities

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and School Board members. All parents are encouraged to:

- Review the Student/Parent Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to responsibilities outlined herein.
- Encourage your child to put a high priority on education and to commit to make the most of the educational opportunities offered by the school.
- Become familiar with the academic programs offered and feel free to ask questions of teachers and administrators.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Review your child's school records when needed. Monitor your child's progress and contact teachers as needed.
- Become a school volunteer.
- Participate in PTSA.

Parent-Teacher –Student Organization

The Causey Middle School Parent-Teacher-Student Association exists to promote and support the educational process. Parents are encouraged to join and participate in the activities of the PTSA. We are looking for a strong membership to continue the work at Causey Middle School. We need members with new ideas and a willingness to help us.

P. E. Uniforms

Students and parents are expected to purchase physical education uniforms with the Causey logo on them. The required uniforms are available from the school. It is important that students wear appropriate clothing in physical education classes. Gym wear **MUST** meet safety standards by having no zippers, buttons, or snaps which might cause injury during physical activity. Gym socks **MUST** be worn during P.E. class in order to get credit for dressing out. Tennis/athletic shoes **ONLY** are allowed on the gym floor. Expensive name brand tennis shoes or athletic shoes should be avoided. **NO JEWELRY** is to be worn at P.E.

Dressing Out

Dressing out is an important part of physical education class. Failure to dress out will cause a reduction in the student's physical education grade.

Lockers

Lockers are available for use in the Physical Education classes. Any problem occurring (mechanical or otherwise) should be reported to the P.E. teacher. Students are discouraged from sharing lockers; and should not give their combination out to anyone.

Public Display of Affection

The school day for students compares to the business day for adults and public display of affection between students should be in keeping with this thought. An act such as excessive hugging, kissing, or aggressive public display of affection is deemed inappropriate and is an “A” offense in the student code of conduct.

Safety

Student safety on campus or at school-related events is a high priority at Causey Middle School. The cooperation of students to achieve this goal is required, including:

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the Student Code of Conduct and any additional rules for behavior and safety set forth by the principal or teachers.
- Remaining alert to and reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following immediately the instructions of teachers, bus drivers, and other school employees who are overseeing the welfare of students.
- For safety purposes, video/audio equipment may be used to monitor student behavior on buses and on campus. Students will not be told when the equipment is in use.
- Middle school students ARE NOT allowed to drive on school campus.

School Website

The school website is Causey.mcm.schoolinsites.com. The website can also be accessed through the Mobile County Website @ mcpss.com. The Causey website contains important school and student information. INOW is a computer program also available through the internet @ mcpss.com (just click on the STI-Home/Student Grades link). Parents can use this program to check on their student(s) progress report, discipline, grades, and attendance. Parents must have a PIN number to access the information. PIN numbers are assigned to Causey students by the registrar. Please call the registrar @ 221-2060 for the current PIN number.

Special Programs

The Mobile County Public School System provides special programs for bilingual students, and those with other special needs. A parent with questions about these programs may contact the school or central office regarding eligibility requirements.

Student Council and Elections

Elections will be held each fall to select representatives for Student Council. Students who represent the school shall exemplify the character necessary to further the reputation and standards of Causey Middle School. It is therefore appropriate to maintain a code of ethics that assures students who are chosen for leadership roles meet these standards. In keeping with this philosophy, students who do not exemplify high standards of conduct shall forfeit their position of leadership immediately.

Textbooks/Fines

Textbooks are state owned property loaned to a student for the duration of a particular class. It is the responsibility of the student to protect each book. Each student should use the textbook provided carefully and insure that the book is not damaged in any way. If a student damages a textbook, a book fine may be assessed for damage to the textbook. Any student who fails to pay for lost or damaged books loses the right to use free textbooks at any public school in Mobile County until the debt is paid or the book replaced.

Tobacco Policy

Students are not allowed to possess or use tobacco or vapor type products at school or at school sponsored activities. Students in violation of this policy are subject to the disciplinary action / punishment prescribed in the Student Code of Conduct.



Valuables at School

School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school. Each student should have his/her name on all property or clothing brought to school. It is recommended that students not wear expensive jewelry to school. *Payments for field trips or fund-raisers should be made by check, if possible.*

THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN CELL PHONES, IPODS, CAMERAS, KINDLES, PSPS, JEWELRY, OR ANY OTHER PERSONAL ITEMS.

Vending Machines

Vending machines are available for student use at designated times. Soft drinks and food items are not to be taken into classrooms, the library, or the gymnasium. The administration reserves the right to close the vending machines for a period of time should the privilege be abused. No refunds are available from vending machines.

Visitors

Parents are welcome to visit school at any time. *Visitors must first report to the main office and sign the Visitor's Log.* Visits to individual classroom during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction, or disrupts the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Acknowledgment of Receipt

After reviewing the contents of this handbook with their children, parents are asked to please sign the acknowledgment below, detach it from the handbook, and return it to your child's homeroom teacher. Thank you.

This is to confirm that I have reviewed the Causey Middle School handbook with my child/children. I understand the contents therein, and agree that my child/children shall abide by the rules and regulations as written.

Child's Name (Please Print)

Team

Parent's Signature

Date





THE END