

# **Parent-Student Handbook**

## **2019-2020**

It Takes A  
Team



To Educate Our  
Students

# **Floyd Middle Magnet School**

for

**Math, Science, & Technology**

**Vince L. Johnson, Principal**

**Donna Palmore, Assistant Principal**

**FLOYD MIDDLE MAGNET SCHOOL**

**215 Hall Street**

**Montgomery, Alabama 36104**

<http://www.fmms.mps-al.org/>



# Home of the Panthers

Main Office..... (334) 284-7130  
Guidance Office..... (334) 284-7132  
FAX..... (334) 269-3839  
MPS Board of Education..... (334) 223-6700  
MPS Transportation..... (334) 284-2085

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## *PRINCIPAL'S MESSAGE*

I am delighted to welcome you to Floyd Middle Magnet School for Mathematics, Science, and Technology. Our theme for the 2019-2020 school year is "It takes a TEAM to educate our students." You are a very important part of our team. It is my desire that as parents you take an active role in your child's education during the middle school years. Middle school is truly a time and place of change and we hope to work with you in guiding our students through the various challenges that they will face during this time of growth and learning.

This student handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year and to provide specific information about certain school procedures. Please take time to read this handbook together so that you are familiar with the expectations that we have for all middle school students. With your help in ensuring that your child understands these expectations and is supported in achieving them, we know that this school year will be a positive learning experience for your child and family. Keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to contact us.

We hope that you have a wonderful middle school experience and look forward to working cooperatively with you in making it a memorable one for all.

Vince Johnson

Principal

## MENSAJE DEL PRINCIPAL

Me encantan para acogerle con satisfacción a la escuela media del iman de Floyd para las matemáticas, la ciencia, y la tecnología. Nuestro tema por el año escolar 2019-2020 es "el toma a un EQUIPO para educar a nuestros estudiantes". Usted es mismo partes importantes nuestro equipo. Es mi deseo que como padres usted toma a papel activo en la educación de su niño durante los años de la escuela secundaria. La escuela secundaria es verdad una época y ellugar del cambio y nosotros esperamos trabajar con usted en la guía de nuestros estudiantes con los varios desafíos a que hanin frente durante esta época del crecimiento y del aprendizaje.

Este manual de estudiante fue desarrollado para contestar a muchas de las preguntas comunmente hechas que los padres y los estudiantes pueden tener durante el año escolar y proporcionar la información específica sobre ciertos procedimientos de la escuela. Tarde por favor el tiempo para leer este manual junto de modo que usted sea familiar con las expectativas que tenemos para todos los estudiantes de la escuela secundaria. Con su ayuda en asegurarse de que su niño entienda estas expectativas y este apoyado en la realización de ellas, sabemos que este año escolar será una experiencia de aprendizaje positiva para su niño y familia. Mantenga el manual disponible para la referencia frecuente. Si usted tiene cualesquiera preguntas que no se traten en este manual, le animan a entrarnos en contacto con.

Esperamos que usted tenga una experiencia maravillosa de la escuela secundaria y miramos adelante de trabajo cooperativamente con usted en la fabricación le memorable para todos.

Vince Johnson

Director

## **ADMINISTRATOR'S AUTHORITY**

The school principal or the assistant has the authority to change, modify, or amend any rule or procedure contained in this handbook when it is in the best interest of the students, faculty, or in accomplishing the mission of Floyd Middle Magnet School.

### **ADMINISTRATION & STAFF**

Vince L. Johnson	Principal
Donna Palmore	Assistant Principal
Charlotte Honer	Guidance Counselor
Raniece Dalton	Special Education
Erin Minor	Media Specialist
Lucille Perkins	Secretary
Belinda Forte	Bookkeeper
Shavonne Cooper	Guidance Aide
Sabe Williams	Custodian
Voncile Johnson	Custodian
TBA	Custodian

**FMMS FACULTY ROSTER**

**ADMINISTRATION**

Vince L. Johnson –Principal  
Donna Palmore-Assistant Principal

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[donna.palmore@mps.k12.al.us](mailto:donna.palmore@mps.k12.al.us)

**SIXTH GRADE**

- LANGUAGE ARTS  
Diane Prothro-SCIENCE  
Linda Mooney- MATH  
Michelle Robinson-SOCIAL STUDIES  
Shelby Soukup-PE/Health

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**SEVENTH GRADE**

Christie Harrison-SOCIAL STUDIES  
-SOCIAL STUDIES  
Felicia Williams-SCIENCE  
Rashid Taldon-PE/HEALTH  
Alicia Campbell-LANGUAGE ARTS  
Kanzykaria Williams-SCIENCE  
David Brown-MATH  
Sallie Parks-LANGUAGE ARTS

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**EIGHTH GRADE**

-SOCIAL STUDIES  
William Brock-MATH  
Jana Cappadona-LANGUAGE ARTS  
Sherry Taylor-MATH  
Maximillian Wade-PE/HEALTH  
Thomas Norman-SOCIAL STUDIES  
Derek Shook-SCIENCE

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[derek.shook@mps.k12.al.us](mailto:derek.shook@mps.k12.al.us)

**ELECTIVES**

Coleman Woodson-BAND  
Jacqueline Henley- SPANISH  
Andrea Fyffe-MEDICAL DETECTIVES  
LaShundra F-Johnson-COMPUTER ED.; BUSINESS TECH. APPS

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## **MISSION STATEMENTS**

### **Montgomery Public Schools Mission Statement**

We will engage, educate, and inspire our students to succeed in college, career, and beyond!

### **Floyd Middle Magnet School Mission Statement**

The mission of Floyd Middle Magnet School is to teach all students at higher levels of learning with emphasis on math, science, and technology, in a safe and caring environment.

#### **THE BELIEFS OF FLOYD MIDDLE MAGNET SCHOOL:**

- Student learning is a chief priority for the school.
- Each student is a valued individual with unique needs.
- All students can learn at higher levels.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they are actively engaged in the learning process.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

#### **STUDENT ARRIVAL AND DEPARTURE**

**Students are not to arrive on the campus before 7:55 A.M. The school will not be responsible for students who arrive on campus before 7:55 A.M.**

**Students must be picked up by 4:00 P.M.** For the safety of all students, it is necessary that they be picked up by the designated time. Failure to comply could result in administrators contacting the Montgomery Police Department.



## BELL SCHEDULE

*Breakfast, if served, will be from 8:00 A.M.-8:20 A.M.*

Students may enter the building and report directly to their lockers	8:25
Tardy Bell	8:30
Homeroom/1 <sup>st</sup> period	8:30-9:40 (Lockers)
2 <sup>nd</sup> Period	9:44-10:42
3 <sup>rd</sup> Period	10:46-11:44 (Lockers)
4 <sup>th</sup> Period/Lunch	11:48-1:21
5 <sup>th</sup> Period	1:25-2:23(Lockers)
6 <sup>th</sup> Period	2:27-3:30

### **Lunch Schedule**

- Group 1**      11:53-12:20 (Louis, Henley, Prothro, Robinson, Soukup, Woodson)
- Group 2**      12:22-12:47 (Brock, Brown, Campbell, Griswell, Fyffe, Taldon, F. Williams)
- Group 3**      12:49-1:14 (Cappadona, Taylor, Norman, Wade, K. Williams)

## **TRANSPORTATION**

### **BUSED STUDENTS**

Students are required to be at the bus stop at the designated time. Students are to board the bus quietly and in an orderly manner. For the safety of all, students must be seated while the bus is in motion and must be reasonably quiet. The bus driver is responsible for the passengers' safety and welfare and is to be obeyed at all times. Any student receiving a misconduct report will have a conference with the principal or designee. Repeated offenses will result in the student being suspended from school and/or suspended from the bus.

### **SCHOOL BUS RULES**

**The following are general rules that each student is expected to follow:**

1. All students must ride their assigned bus only.
2. Permission to ride on a different bus must be submitted in writing by the parent/guardian to the administrator one day in advance.
3. Students must board and depart at their assigned bus stop.
4. Students must remain seated while the bus is in motion.
5. Students must refrain from using electronic devices, eating, drinking, and chewing gum on the bus.
6. Students must obey the driver at all times
7. Students must refrain from throwing objects on the bus/and or out of windows.

### **NON-BUSED STUDENTS**

Student pick-up and drop-off areas are located on the side of the school building. Automobiles are prohibited in the bus drop-off and/or pick up zone located in the front of the school.

## ATTENDANCE

### ABSENCE:

All students enrolled in the Montgomery Public School System, regardless of age, are required to be in continuous attendance in their designated school. The Alabama Administrative Code 290-3-1-02(7) (C) requires a written note from the parent/guardian, which states the reason for the student's absence. Parents should notify the school office at (334) 284-7130 when a student is going to be absent. Written documentation must be submitted no later than three school days following the student's return to school.

### TARDY STUDENTS/CHECK-INS

Students must arrive in their classroom before 8:40 A.M. Students arriving after 8:40 A.M. will be marked tardy. If a student arrives after 8:40 A.M., he/she must obtain a check-in through the front office. **A parent or guardian must accompany students into the office to check in.**

#### **Consequences will usually consist of the following:**

- 1<sup>st</sup> Offense: Teacher Counsels and warns student.
- 2<sup>nd</sup> Offense: Teacher contacts parent/guardian by phone or email.
- 3<sup>rd</sup> Offense: A note is sent home to parent/guardian for his/her signature
- 4<sup>th</sup> offense: Student receives an office referral

### CHECK-OUTS

To ensure the safety of the students, no one will be allowed to check a student out except those whose name(s) is/are listed on the registration card. The school principal or designated representative must grant any exception to this procedure. Individuals checking students out may be required to show a picture I.D.

**Note:** Students will **NOT** be allowed to check out minutes prior to the final bell just to avoid traffic. As a rule, students will not be checked out after 3:25 P.M. **No call ahead checkouts will be allowed.**

### HOMEWORK/ SCHOOL ASSIGNMENTS

As a courtesy to students who may have missed school, the teacher's list their homework assignments weekly on their websites. Students who are in attendance at school are requested to utilize their **daily student planner and the websites as back-up only**. The teachers typically update their pages weekly, however at times this may not be feasible due to schedule changes, meetings, absences, or other conflicts. Therefore, students are also asked to find a "homework buddy" to ensure that they can obtain accurate and timely information.

### MAKE-UP WORK

The administration and teachers at Floyd Middle Magnet School will always work with parents and students to complete make-up work for **excused absences**. If the student fails to turn in the missed work by the deadline, the student will receive a **zero** for the missed work. An absence for vacations is NOT an excused absence, and students will not be allowed to make up any schoolwork. Suspensions from school are also counted as unexcused absences, thus no make-up work will be given. Students will receive a zero for assignments missed for an unexcused absence. **It is the responsibility of the parent to provide transportation for students to stay after school or arrive early to make-up missed assignments from an excused absence. Teachers will work with students/parents to determine when make-up work will be done.**

## **GUIDANCE PROGRAM**

The Guidance Counselors in our school are available to help students, parents, and teachers. The program consists of a variety of services and activities which include, but are not limited to: individual counseling, parent and teacher consultation, referral assistance to other programs, students scheduling, 504 coordination, and student testing. Other areas that are managed by the guidance office are:

- Student Records/Transcripts
- Course Selection Forms
- Withdrawal Forms
- Academic Counseling

### **STUDENT WITHDRAWAL**

Parents are asked to notify the school at least a day in advance of a student's withdrawal so that the parent may be made aware of any damaged or lost books, materials, or any other outstanding debts. Upon completion of the withdrawal form, a transfer form will be issued. The student's records will be forwarded to the new school upon that school's request.

### **SPECIAL EDUCATION**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students required services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristic, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Gifted Specialist or Gifted Referral Screening Team Chairperson at your child's school. If you have further questions, you may contact the Gifted Coordinator at (334)269-3808. For further information about the Montgomery Public School Gifted Program, go to:

[http://mps.k12.al.us/index.php/departments/special-education/gifted-education.](http://mps.k12.al.us/index.php/departments/special-education/gifted-education)

## CLASSROOM RULES

The following are general rules that each student is expected to follow at each grade level.

1. Enter classroom quietly, no yelling, pushing, or running. Take your seat without disturbing others in the room or other classrooms.
2. Be prepared for class. Bring books, paper, pencils erasers, homework, and completed assignments to class. Teachers are not required to allow students to go back to their lockers to get assignments, school materials, etc.
3. RESPECT THE RIGHTS, VIEWS, AND OPINIONS OF OTHERS. Do not disturb, hit, poke, or bother others in any way. DO NOT DISRUPT the class by talking or getting out of your seat. Raise your hand when you want to answer or ask a question.
4. Do not bring gum, food, or candy to school. This means no food, gum, or candy should be eaten while in the halls, between classes, in the classroom, or on the way to the gym or lunchroom.
5. Electronic devices (games, cameras, radios, IPODS, etc) are not allowed. Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The items will be stored in the main office. The items will only be returned to the student's parents or legal guardian. The device will be held for a period of **24 hours (if the device is taken on Monday-Thursday) and a period of 48 hours (if the device is confiscated on Friday)**. The parent will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with MPS' Code of Student Behavior. Any items not claimed by the end of the school year will be donated to charity.
6. Grooming in class by COMBING OR BRUSHING HAIR, POLISHING NAILS, OR APPLYING COSMETICS is not allowed
7. DO NOT deface any school property. Students' desks, lockers, restroom walls, or hallway walls should never be defaced by SCRIBBLING, DRAWING, OR WRITING.
8. SAFETY: Think and act safely at all times. NEVER throw anything at anytime and always follow the DIRECTIONS OF THE TEACHER.

**NOTE: Hallway Behavior:** Everyone is expected to act like ladies and gentlemen in the hallways. Running, yelling, horse playing, and public displays of affection will not be tolerated. Students are asked to walk to the right of the hallway.

**Floyd Middle Magnet School is governed by the Montgomery Public Schools' CODE OF STUDENT BEHAVIOR. It is the responsibility of each parent and student to read the Code and be familiar with its contents. Violators of our school rules and procedures will be dealt with accordingly and may be removed from Floyd Middle Magnet School.**

## **FLOYD MIDDLE MAGNET SCHOOL DRESS CODE**

Floyd Middle Magnet School students are required to wear uniforms. Tops will be Black, White, Yellow or Gold. Bottoms will be khaki or black. The entire dress code is printed on FMMS website. Refer to MPS Code of Student Behavior for policies on shoes, belts, socks, and accessories. Dress and appearance must not be disruptive nor present safety or health problems. Clothing that's tight or revealing as to provoke or distract other students is disruptive, thus improper and unacceptable. Some hairstyles/cuts may also be considered disruptive. The following are some general guidelines we expect students to adhere to:

### **Shirts/Blouses**

- Shirts must be tucked inside pants.
- (Girls) Blouses/Tops must cover your midsection.
- Shirts/Blouses must have sleeves (short or long).
- Shirts/Blouses (as well as other apparel) must not have slogans or insignia that are profane or refer to immoral or illegal behavior.
- Shirts/Blouses must not have low-cut necklines.
- Jackets, sweaters, and coats may not be worn around the waist.
- T-shirts under uniform tops will be white, black, yellow or gold.

### **Skirts/Dresses**

- Skirts/Dresses must be no higher than three inches from the crease in the back of the knee. (This also applies to slits in skirts/dresses).

### **Pants/Shorts/Skort**

- Pants must be worn with a belt (boys only).
- Pants will be worn at the waist. NO SAGGING!!
- Flimsy or see-through pants may not be worn.
- Shorts must have belt loops and be worn with a belt.

### **Strictly Prohibited**

- Tight fitting bottoms and jogging pants
- Hats/Caps/Visors/Headbands (Except when authorized during PE class or special events).
- Sunglasses/ Earrings (boys)
- Flip flops and bedroom slippers (All shoes must have a back)
- Scarves/Bandanas/ Doo-rags and/or Hair styles that interfere with the educational process through distraction either in length, weight, color or attachments; Combs, picks, brushes and hair rollers worn in the hair
- Shoes with embedded roller-skates
- Removable dental grills

**The uniform guidelines of the school coincide with MPS' dress code, but in a more detailed and specific form.**

**WHEN IN DOUBT, DON'T WEAR IT!**

## HEALTH AND SAFETY

### ACCIDENT INSURANCE

Accident insurance is offered at the beginning of the school year. If you elect to take this coverage, the policy should be read carefully to determine benefits and limits.

### REPORTING ACCIDENTS

It is the responsibility of the student or his/her parent to see that all accidents, major or minor, that occur on school grounds be reported to the school office as soon as possible. Students must report all accidents that occur on school property to the person in charge at the time of the accident.

### MEDICATION

Students must have a medication form on file in the main office if medication is to be administered at school. Only medication prescribed by a physician can be dispensed. **Note: Students may carry inhalers only after a medical form has been filed in the main office. Parents are encouraged to report any medical problems or conditions to school officials at the beginning of each school term.**

### IMMUNIZATION

All students must have an up-to-date shot record on file at the start of the school year. If you have questions about your child's shot record, please contact the Guidance Office at (334) 284-7132.

### EMERGENCY CONTACT INFORMATION

It is necessary to have your correct address, zip code, and telephone number as part of your child's record. Two emergency names and numbers must be on file in case the parent cannot be contacted. **If there are any changes, please notify the school as soon as possible.**

### FIRE DRILLS

Fire drills and emergency drills will be held frequently as well as bus evacuation drills.

### VISITORS

No one is allowed on the school campus without permission during the school day. Parents and visitors coming on campus during the day must come to the main office upon arrival and departure to sign in/out to receive/return a visitor's pass. **Parents are welcome to visit the classrooms; however, the office must be notified prior to the visit.** Students visiting from other schools are prohibited. Any visitor who causes a disruption, distraction, or any other interference in the teaching and learning process will be asked to leave immediately. The principal will have the right to have a disruptive visitor removed by school security and/or the police department **as well as the right to terminate future visiting privileges. Guidelines for School Visitors are Board Policy. Please refer to the Code of Student Behavior for 2018/19.**

## **OTHER SCHOOL INFORMATION**

### **POSSESSION OF CELL PHONES OR TELECOMMUNICATION DEVICES**

Students are not permitted to use a cell phone or any electronic device in school as well as on the school buses. This includes, but is not limited to a smart phone, other adapted PDAs, or electronic devices. Principals have the authority to allow the use of cell phones and electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones, smart watches, or other electronic devices in class/school. Unless otherwise stated, cell phones, smart watches, and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building, on the school bus, and on school sponsored field trips. If a cell phone rings or beeps in class/school, it is considered being in use. Therefore, it is advised that student phones remain off while in the school building. Students assigned to behavior alternative sites are to adhere to the MPS Cell Phone Usage Policy. Procedures for confiscating, securing and returning devices will be developed on a school by school basis. Confiscated property will be kept in the school's office; school officials accept no responsibility for safeguarding confiscated items or for loss or damage to confiscated property.

#### **Consequences**

**First Offense:** Confiscate device for 24-48 hours

**Second Offense:** Confiscate device for 48 hours

**Third Offense:** Out of School Suspension

**\*\*\* Confiscated device will only be returned to a parent/guardian\*\*\***

**If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed.**

**The cell phone/telecommunication device guidelines of Floyd Middle Magnet School coincide with MPS' policy, but with a more detailed and school specific form.**

### **LOCKERS**

Students are assigned a locker for their personal use during the school year. Each student is held responsible for the condition of the locker. ALL students are required to provide their own combination locking device for the assigned lockers. The school cannot be held responsible for thefts or losses from the lockers.

#### **LOCKER RULES**

1. Lockers should always be locked when not in use.
2. Do not give your combination to anyone except your homeroom teacher.
3. Do not share your locker with any student.
4. Do not leave money or valuables in your locker.
5. Combinations must be given to the homeroom teacher.
6. Report damaged lockers to homeroom teacher and/or assistant principal.



## **BACKPACKS**

Students are expected to leave their backpacks in their lockers during the school day and carry their books to individual classes. Students may carry a small string tote bag to help them with organization.

## **TEXTBOOKS**

Board-approved textbooks are provided free of charge for each subject or class. Books must be treated with care. Students will not be charged for normal wear of materials that are lent to them; however, they will be charged replacement cost for excessive wear and loss. Textbooks should be covered to prevent damage. Covers must not be glued/pasted to cover.

## **NATIONAL JUNIOR HONOR SOCIETY**

One of the most common misconceptions about National Junior Honor Society is that students only need good grades to become members. Scholarship is but one important element in the selection process. The pillars of NJHS (Scholarship, leadership, service, citizenship, and character) prohibit choosing applicants based on scholarship alone. Doing so would place a school's charter in jeopardy. Therefore, students interested in entering the selection process must demonstrate excellence in **FIVE** areas: scholarship, leadership, service, citizenship, and character. In the spring, students with a cumulative grade-point average of **3.50** or higher are invited to enter the selection process. A cumulative **3.50** GPA or above demonstrates a student's commitment to scholarship and therefore fulfills one of the five requirements for selection. All students are informed by a letter on the selection committee's decision.

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum; as such, they are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body is respectful and appreciative. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students may be denied the opportunity to attend a school assembly as a result of disciplinary problems or in order to complete other academic assignments.

## **LIBRARY MEDIA CENTER PROCEDURES**

### **LOAN PERIOD**

Books may be checked out for two (2) weeks. Students may renew books for an additional two (2) weeks.

### **FINES**

Overdue titles are \$.05 per day. All fines and overdue items must be cleared before students are allowed to check out other books.

### **LOST BOOK REPLACEMENT FEE**

The librarian will notify students of the lost/damaged library books. The fee must be paid before students are allowed to check out other books.

### **OTHER FEES**

All students must purchase a school locker. It is very important that students not share a locker or give out his/her locker combination; this will ensure the protection of items. It is also recommended that students purchase a PE locker. Below is a list of fees:

School Lockers	\$3.00
PE Lockers	\$6.00
PE Uniforms	\$12.00

**\*\*\*Additional fees will be assessed for individual elective classes\*\*\***

### **PARENTS TEACHERS STUDENTS ASSOCIATION (PTSA)**

All parents and students are expected to join and take an active part in the FMMS Parents Teachers and Students Association (PTSA). The PTSA has a standing tradition of providing support to the students, faculty, and staff at Floyd. The PTSA has a standing tradition of providing outstanding support to the students, faculty, and staff at Floyd. The PTSA sponsors several fundraisers and activities each year, and also supports teacher classroom projects and school improvement initiatives. Please contact the school office at (334) 284-7130 for membership information and for meeting dates and times.

### **COMMUNICATIONS**

#### **QUESTIONS AND CONCERNS**

The Floyd Middle Magnet School faculty and staff strive very hard to communicate with parents on a regular basis to avoid problems. Sometimes questions or problems do occur. We encourage you to call or talk to the teacher, principal, or the appropriate designee if questions, concerns, or problems arise. **Be reminded that when/if problems do arise that it is imperative that as adults we set a good example for students on handling conflicts.**

**E-MAIL** Is the preferred method of contacting teachers and staff members. You may send e-mail by using the member's name ([john.doe@mps.k12.al.us](mailto:john.doe@mps.k12.al.us)). See teachers' email addresses on page 6 of this handbook.

## **WHO TO CONTACT TO ANSWER QUESTIONS**

**Classroom Teacher:** Academic, behavior, or social problems in classes, course content, homework assignments, special projects.

**Guidance Counselor:** Continued problems in achievement, behavioral, social, emotional adjustment, questions related to student schedules, standardized test scores, 504 plans, work permits, change in family status (death, divorce, separation, or serious illness), and transfer of records.

**School Nurse:** Student illness or injury of a serious nature, medication, immunizations, physical handicap.

**Special Education Teacher:** special education placement

**Assistant principal:** Textbook issues, discipline, tutorial services, school lockers.

**Principal:** Questions related to school rules and procedures, questions related to lengthy absences, pre-approval of absences, serious and prolonged behavioral problems, Board of Education policy, school-wide curriculum, school organization, or personnel.

**Secretarial Staff:** Weekly or seasonal activities, attendance, emergency messages, general information, and change of address or telephone number.

**Bookkeeper:** student fees, receipts.

**Bus Driver:** Problems occurring on the school bus (to and/or from school).

**Transportation Director:** Questions related to bus routes, schedules, bus rules.

**Lunchroom Manager:** Concerns or comments regarding food services personnel, menu selections, lunch account balances.

**Librarian:** Overdue library books and fines.

When a reasonable number of attempts have been made to confer with the designated contact person and no communication has occurred, please call the principal. Likewise, if a conflict with the designated person and an appropriate solution cannot be agreed upon, please schedule a conference with the principal.

**PARENT CONFERENCES:** Conferences will be scheduled through the main office and are to be scheduled 24 hours in advance. Teacher conferences are scheduled during the teacher's planning time or before or after school. There will be no conferences held during class time. Tuesday mornings are reserved for faculty meetings, thus conferences cannot be scheduled for Tuesday morning.

## **PROGRESS REPORT SCHEDULE**

All students will receive a detailed progress report approximately every 3<sup>rd</sup> and 6<sup>th</sup> week of each grading period. The first progress report will be sent home the third week of school. Dates for distribution of progress reports are listed on the FMMS website.

Please review your child's report card and recognize accomplishments as well as discuss areas you feel they need to improve. It is very important to be positive and supportive. Do not wait until the end of the school year to monitor if your child is maintaining the required GPA and passing all classes.

Note: You may also view your child's grades using INOW. PIN numbers can be obtained from the school office. There will also be a scheduled pick-up day for PIN numbers that will be posted on the website.

**REQUIREMENTS FOR STUDENTS TO REMAIN IN THE FLOYD MIDDLE MAGNET PROGRAM**

- Sixth and seventh grade students must maintain an overall 2.5 Grade Point Average (GPA) in all core subjects (English, Math, Science, Social Studies). Eighth grade students must maintain a 2.75 GPA in all core subjects to remain in the magnet school program.
- Students must have a final passing grade in all core and elective subjects.
- Students must exhibit acceptable behavior.
- Students must have an acceptable attendance record.

**FINAL GRADE CALCULATION**

Final grades are based on the cumulative calculation of the student's performance for the **four** grading periods. For example let us look at this sample 8<sup>th</sup> Grade Student's final grades:

Subject Area	1 <sup>st</sup> Nine Weeks	2 <sup>nd</sup> Nine Weeks	Third Nine Weeks	Fourth Nine Weeks
**English	A (4 pts)	B (3 pts)	A (4 points)	B (3 pts)
**Math	C (2 pts)	C (2 pts)	D (1 pt)	D (1 pts)
**Social Studies	B (3 pts)	A (4 pts)	C (2 pts)	C (2 pts)
**Science	B (3 pts)	B (3 pts)	B (3 pts)	C (2 pts)
Physical Education	A	A	A	A
Band	B	A	B	A
<b>Nine Week Grades</b>	<b>3.0</b> (12pts/4)	<b>3.0</b> (12pts/4)	<b>2.50</b> (10 pts/4)	<b>2.0</b> (8pts/4)
<i>For each Nine Week Grade: Add all points in the column for the individual 9 weeks and divide by 4</i>				
<b>Final Grade: (Add all nine weeks averages ) 3.0 + 3.0+ 2.50 + 2.0 = 10.5 (divide total by 4) = 10.5/4= 2.625</b>				
<b>Final GPA</b>	<b>2.265</b>			

A=4.0      B=3.0      C=2.0 D=1.0      F=0.0

\*\* Factored into GPA calculations

**In this example the student will not have the required minimum 2.75 GPA for our feeder high school Brew Tech Magnet!**

NOTE: Parents, we will make every effort to keep you informed of your child's academic performance but sometimes our best efforts fail. PLEASE DON'T ASSUME that your child is performing satisfactorily if you don't hear from the school. Take the time to visit, phone, or e-mail the school to ensure your child is meeting the required academic standards to remain at Floyd.

## MPS 2019-2020 Calendar

Staff Development/Planning:	Thursday, August 2, 2018 - Friday, August 3, 2018; Monday, October 8, 2018; Monday, October 29, 2018 – Parent Visitation Day; Friday, December 21, 2018; Monday, March 25, 2019; Friday, May 24, 2019
First Day for Students:	August 6, 2019
Final Day for Students:	May 21, 2019
Teachers' Work Day:	May 22, 2019
School Holidays:	<p><b>Labor Day</b> - Monday, September 2, 2019</p> <p><b>Day of Service</b> - Friday, October 25, 2019</p> <p><b>Veterans Day</b> - Monday, November 11, 2019</p> <p><b>Thanksgiving</b> - Monday, November 25, 2019 - Friday, November 29, 2019</p> <p><b>Winter Holidays</b> - Monday, December 23, 2019 - Friday, January 3, 2020</p> <p><b>King's Birthday</b> - Monday, January 20, 2020</p> <p><b>Spring Holidays</b> - Monday, March 16, 2020- Friday, March 20, 2020</p>
Ending Dates for Grading Periods:	October 10, 2019; December 20, 2019; March 13, 2020
Report Card Dates:	<p><b>1st Nine Weeks</b> –October, 2019 (Date TBD)</p> <p><b>2nd Nine weeks</b> –December, 2019 (Date TBD)</p> <p><b>3rd Nine Weeks</b> - March, 2020 (Date TBD)</p> <p><b>4th Nine Weeks</b> - May 21, 2020</p>
	Thursday, December 20, 2019
Second Semester	Thursday, May 21, 2020

**ACKNOWLEDGEMENT OF RECEIPT**

**Dear Parents:**

Please read and review this **Floyd Middle Magnet School Student/Parent Handbook** with your child. It is important that parents and students understand and expectations and rules for the school. Your signatures will indicate that you have reviewed and discussed the handbook together and that you join with the **FMMS administrators, faculty, and staff** in a **TEAM** effort to keep your school safe and orderly.

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Student

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

***UPON RECEIPT: Remove, Sign, and Return to the homeroom teacher within 3 days***