

**MOUNTAIN BROOK  
JUNIOR HIGH**



**STUDENT HANDBOOK  
2023-2024**

# TABLE OF CONTENTS

**System Information**

Board of Education .....2  
 Statement of Nondiscrimination ....2  
 Residency Requirement .....3  
 Child Find .....3

**General Information**

Backpacks .....5  
 Books/Supplies .....5  
 Career Tech Course Offerings.....5  
 Carpools .....5  
 Conflict Resolution .....5  
 Crisis Management .....6  
 Custodial Services .....6  
 Dance Rules .....6  
 Digital Devices .....6  
 Early Dismissal-Weather .....7  
 Elevator .....7  
 Library Guidelines .....7  
 Lockers .....7  
 Lost and Found .....7  
 Medication Procedures .....7  
 Messages (Students) .....8  
 Personal Property/Valuables .....8  
 Resource Officer .....8  
 School Hours .....8  
 Searches .....9  
 Student Records .....9  
 Telephone Calls .....9  
 Visitors .....9

**Counseling Services**

Philosophy/Programs ..... 10

**Attendance**

Attendance Statement ..... 11  
 Absences ..... 13  
 Absence (Unexcused) ..... 13  
 Appointments ..... 13

Attendance & State Driving Policy .....13  
 Student Parking School Property.....13  
 Checking Out and Leaving Campus ..14  
 Field Trips .....14  
 Homework Room .....14  
 Make-up Tests .....14  
 Make-up Work .....15  
 Out of Town Trips .....15  
 Tardies .....15  
 Withdrawal/Transfer .....15  
 State Attendance Policy Excerpt .....15

**Technology**

Technology Usage Policy Excerpt .....16

**Academic Issues**

Test Days .....17  
 Exam Schedule .....17  
 State Testing .....18  
 Grade Reports .....18  
 Access Grades in Power Schools ...18  
 Bell Schedules .....19  
 Parent Teacher Conferences .....21  
 GPA .....21  
 Policy on Academic Honesty .....22

**Students Conduct**

Philosophy .....23  
 Prohibited Behavior.....23  
 Discipline .....24  
 Weapons .....25  
 Guideline for Dress .....25  
 Substance Abuse .....26  
 Drug Testing .....27  
 Extra-Curricular Activities Policy . 27

**Lunchroom**

Lunchroom Information .....29  
 Lunchroom Accounts .....29

**PURPOSE STATEMENT**

The purpose of Mountain Brook Schools is to provide an effective, challenging, and engaging education for every one of our students.

**MOUNTAIN BROOK BOARD OF EDUCATION**  
**P.O. Box 130048**  
**32 Vine Street**  
**Mountain Brook, AL 35213**

**Board of Education**

Mr. Jeffrey Brewer, Pres.  
Mrs. Nicky Barnes  
Mrs. Anna Comer

Ms. Jenifer Kimbrough  
Mr. Daniel Odrezin

**Central Office Staff**

Dr. Dicky Barlow ..... Superintendent  
Dr. Missy Brooks ..... Director of Instruction  
Dr. Missy Brooks ..... Director of Special Education  
Mrs. Lanie Kent ..... Assistant. Director of Instruction  
Mrs. Amanda Hood ..... Director, Student Services  
  
Mrs. Tricia Neura ..... Director of Child Nutrition  
Dr. Susan Cole ..... Director of Personnel  
Mrs. Kari Austin ..... Chief School Financial Officer  
Mr. Tommy Prewitt ..... Facilities Director  
Mrs. Suzan Brandt ..... Technology Director  
Mrs. Cynthia Loggins ..... Technology, Data Specialist  
Mr. William Galloway ..... District Public Relations Specialist

**Board of Education Meetings**

The Mountain Brook Board of Education meets regularly on the second Monday afternoon of each month at 3:30 p.m. Meeting place rotates among the various schools. In addition to regular meetings, the Board also holds called meetings and special work sessions as needed.

**Notice of Nondiscrimination**

The Mountain Brook school system does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in any of its programs and activities, or in matters of employment, and provides equal access to the Boy Scouts and other designated youth groups. It is against the policy of the Mountain Brook Board of Education to have different rules or regulations on the basis of sex in employment, including recruitment, hiring classification, and other terms, conditions or privileges of employment.

The Board, in accordance with Title IX (20 U.S.C. S1681, et seq.), strictly prohibits discrimination on the basis of sex or gender in its programs or activities, or any matters of employment. The prohibition includes sexual harassment based on sex, sexual assault, as defined by law and Board policy. Sexual harassment and sexual assault complaints should be filed and reviewed under the Board's sexual harassment policies (G-32, J-49). All other complaints under Title IX will be filed and reviewed according to the Board's general complaints and grievance procedures (G-34, J-41).

The Superintendent is authorized and directed to designate a Title IX Coordinator, whose duties will include, but not be limited to receiving and responding to Title IX inquiries and

complaints. The following person has been designated to handle inquiries regarding nondiscrimination policies.

Dr. Susan Cole – Director of Personnel

Contact Information: 32 Vine Street Mountain Brook, AL 35213, 205-871-4608.

Rev. July 2018

### **RESIDENCY REQUIREMENT**

All children having legal residence within the city limits of Mountain Brook and meeting the legal entrance age requirements shall be eligible to attend Mountain Brook Schools. First-time enrollees shall be required to furnish proof of residence and age. (District Policy J-6, 7 & 8) Proof of residency is required each time a student's family moves within the city of Mountain Brook.

### **Child Find Notice for Children with Disabilities**

Special Education services for children with disabilities are provided in accordance with the Individual with Disabilities Education Improvement Act, Amendments of 2004 and Alabama Act 106. Child Find is an attempt to locate and provide appropriate educational and related services to all children with disabilities between the ages of birth to 21. If you are the parent of a child with disabilities who is not receiving services, or if you would like more information, please contact Dr. Missy Brooks at the Mountain Brook Board of Education, Special Education Department, 205-414-3836

### **Child Find for Gifted Students**

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth 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 to the Student Support Team for consideration for placement in the enrichment program. Additionally, all second-grade students are observed as potential gifted referrals using a gifted behavior checklist and referred to the Student Support Team as appropriate.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. This 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 the enrichment program.

To make a referral, contact your child's classroom teacher.

**MOUNTAIN BROOK JUNIOR HIGH**  
205 Overbrook Road  
Mountain Brook, AL 35213

MBJH Web Page: <http://www.mtnbrook.k12.al.us/MBJH>

**Junior High**

|  |          |
|--|----------|
| Main Office .....  | 871-3516 |
| Connie Porter, Anna Rooks and Alex McDaniel, Secretaries |          |
| Fax .....  | 877-8340 |
| Counselors' Office .....                                 | 877-8346 |
| Marjee Frier, Secretary                                  |          |
| Fax .....  | 802-4993 |
| Lunchroom.....   | 877-8345 |

**Board of Education Office**

|                        |          |
|------------------------|----------|
| Office .....           | 871-4608 |
| Fax .....              | 877-8303 |
| Student Services ..... | 877-8349 |
| Fax .....              | 802-4983 |

**Mountain Brook Schools**

|                                   |          |
|-----------------------------------|----------|
| Brookwood Forest Elementary ..... | 414-3700 |
| Cherokee Bend Elementary.....     | 871-3595 |
| Community Education .....         | 969-0109 |
| Crestline Elementary .....        | 871-8126 |
| Mountain Brook Elementary .....   | 871-8191 |
| Mountain Brook High School .....  | 414-3800 |

## GENERAL INFORMATION

### **Backpacks and Athletic Bags/ Drop-offs**

Students may use backpacks to transport books to and from school. Backpacks should be stored in student lockers during the school day. Athletic bags should be stored in athletic lockers or designated areas during the school day.

With a student body of over a thousand students and an office staff of only two secretaries, it is very difficult to handle drop-offs for students, except in case of extreme emergency. In the event that a student forgets a school resource at home drop-offs should be left at the attendance desk. Your item will be stored on the attendance counter for your child to come and retrieve it during class change. These items must be signed in and a carbon copy that includes a detailed description of the item and your name will be placed with the item. Due to limited space and the number of students we serve drop-offs should be a last resort and should not be done regularly.

Food drop-offs are prohibited. No student is allowed to have outside food delivered for any reason.

### **Books and Supplies**

Students should be prepared each day for each class with appropriate materials. Students are responsible for damage or loss of any books (including Chromebooks) issued to them. Fines are collected at the end of the year for the damage or loss beyond normal use.

### **Career Tech Course Offerings**

Mountain Brook High School offers several courses in the areas of business administration and finance: Business Technology I and II, Accounting, Business Law, Management Principles, Business Finance, Leadership Mountain Brook, Career Focus and Career COOP.

Mountain Brook Junior High offers Project Lead the Way- Gateway to Engineering courses as semester electives for seventh, eighth and ninth grade students. These courses include: Automation and Robotics (AR), Design and Modeling (DM), App Creators (AC), Computer Science for Innovators and Makers (IM), Computer Science (CS), Energy and the Environment (EE) and Foundations of Engineering. There is also an all year competition robotics team class offering.

### **Carpools**

Cars should obey all traffic signals and requests of the school's traffic directors. Crosswalks are available on Overbrook Road and within the main parking lot and must be used by students. Parents are asked to respect the yards and driveways of neighbors. Please do not park in handicapped areas without a permit. Speed limit is 10 MPH on the school site.

### **Conflicts Resolutions**

The steps for proper conflict resolution:

- ✓ Student discusses conflict with teacher
- ✓ Student may request assistance from assistant principal or counselor in resolving conflict with teacher
- ✓ Parent and student schedule conference with teacher

- ✓ Parent schedules meeting with counselor/assistant principal
- ✓ Parent, teacher, principal meet
- ✓ Superintendent of schools
- ✓ School Board

### **Crisis Management**

The Mountain Brook school system has developed crisis plans based on the best training practices available and trains school personnel in these plans. Individual schools have developed their plans in conjunction with advice from the Mountain Brook Police Department, the Fire Department. Students are drilled in these practices each year. Additionally, should a school suffer damage in any way, plans exist to account for each student, to contact emergency help, to evacuate students if needed, and to contact parents and control traffic. Our schools review these plans on an ongoing basis to ensure that we are prepared to respond in the best possible way to any critical incident we may encounter.

### **Custodial Services**

Mountain Brook Junior High has an excellent custodial staff; however, it is not solely their responsibility to keep the building and grounds clean. It is the responsibility of the students and faculty to keep the campus neat, clean, and in good condition at all times.

### **Dance Rules**

- ✓ Dances are for MBJH students only.
- ✓ Any students leaving the dance 15 or more minutes prior to the end must receive approval from an administrator and parents must communicate with an administrator prior to or upon the student's early release.
- ✓ Any students leaving the dance will not be re-admitted.
- ✓ Dances are over promptly at designated times. Please arrange pick-up accordingly.
- ✓ Pick-up by adult only.

### **Digital Devices**

Digital Devices and Cell Phones are allowed at MBJH; however, they must be kept in the student's locker throughout the school day (7:30AM – 3:06PM). Students are expected to place the device or phone in their locker immediately upon entering the building. Disciplinary action can result if the device or cell phone is either visible or audible, outside of a student's locker, during the school day.

Alabama State Department of Education Policy on the use of digital devices during the administration of a secure test is as follows:

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other communication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed to be in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Wired Headphones/earbuds are allowed at MBJH; however, they must not be worn

in the hallway or other student common areas. These listening devices should only be worn during class at the discretion of the teacher to enrich learning. All wireless headphones/earbuds (Airpods) are not permitted.

### **Early Dismissal - Weather**

In the event that any adverse weather conditions develop during the school day, the decision to dismiss or not dismiss school will be determined by the school superintendent. Parents should tune to television or radio stations for announcements of dismissal. In addition, the Blackboard system may be activated to inform parents of an early dismissal. In the event that dangerous or potentially dangerous weather conditions are present at the time school is normally dismissed, the school principal may require that all students remain in the school until such conditions are no longer present. If tornado conditions, snow, or other types of severe inclement weather exist, students must be checked out by their parents or guardians only.

### **Elevator**

The elevators in the building are to be used only with an administrator's permission. Students who need to use the elevators should see their grade level counselor.

### **Library Guidelines**

Hours: 7:30 a.m. - 3:30 p.m., Monday - Friday

Circulation:

- ✓ All non-reference materials are checked out for a two-week period, and may be renewed.
- ✓ Lost books require replacement cost.
- ✓ Respecting others, library resources, and the facility are essential for proper utilization of the library and is expected.
- ✓ Refer to MBJH Library Website for additional information.

### **Lockers**

Students are given the opportunity to use lockers provided by the Mountain Brook City Schools. These lockers are the property of the Board of Education and are subject to search at any time at the discretion of school officials. Students are responsible for the contents of their lockers and should keep them locked at all times. Each student will be financially responsible for any damage to his/her locker. Graffiti and stickers are prohibited. Students may use only the locker(s) assigned to them and may not swap lockers unless approval is given by an administrator.

### **Lost and Found**

Lost and found is located in the attendance, check in/check out area. Items are donated to charitable organizations if not claimed.

### **Medication Procedures**

We encourage parents to arrange their child's medication schedule around the school's hours; however, we understand this is not always possible and there are students who require medications during the school hours. Students taking medications while at school must complete the following:

- ✓ "School Medication Prescriber/Parent Authorization" form must be submitted to the nurse for each medication given. Forms are available in the office or



may be downloaded from our website, [www.mtnbrook.k12.al.us/mbjh](http://www.mtnbrook.k12.al.us/mbjh) at Student Health Services.

**PRESCRIPTION DRUGS** – Forms must be completed AND signed by the physician prescribing the medication. Forms may be faxed to the physician's office for signature.

**OVER-THE-COUNTER MEDICATIONS** – Forms must be completed and signed by the parent ONLY. They do not require a physician's signature.

- Medications must be delivered by the parent, not the student, to the school nurse directly, or brought to the principal's office. No other school personnel may accept medication.
- Medications must be provided in the original pharmacy container with the student's name. Samples and over the counter medications must be in the original container and labeled with the student's name. Please limit amount of medication to a 30-day supply or less. The expiration date for the medication must be up-to-date. No out of date medications will be accepted.
- Students who require emergency medications, such as insulin, inhalers, and epi-pens are permitted to keep these medications with them. However, the authorization form must be completed and we suggest having a "back-up" of the medication in the nursing office.
- Students found in possession of medication without following the proper procedures may be subject to disciplinary action.

### **Messages (Student)**

With a student body of over a thousand students and an office staff of only two secretaries, it is very difficult to handle telephone messages and packages for students, except in case of **extreme emergency**. Please be sure that your child is aware of all appointments and ride arrangements and has all of his/her books and papers for the day prior to coming to school in the mornings. In case of emergency, leave messages at the checkout table in the hall.

### **Personal Property/Valuables**

Each student is issued a school locker where personal belongings are to be kept. Locker combinations should be kept private. Problems may occur if students give this information freely to peers. Valuables, including calculators, should be stored in lockers. We recommend that students **DO NOT** bring large sums of money or any valuables to school. If it is valuable leave it at home.

### **Resource Officer**

The Mountain Brook School District has a cooperative and supportive relationship with the community's law enforcement program. The police department's School Resource Officer and Juvenile Officer will serve as their official liaison for local school/district programs in areas such as coordinating security needs for school-related activities, classroom presentations regarding laws and our legal system, school truancy/home visitations, Family Court Services, abuse/neglect investigations, parent/youth law awareness presentations, etc.

### **School Hours**

School begins at 8:00 a.m. each day and dismisses at 3:06 p.m. Students may enter

the building any time after 7:00 a.m. (Main Entrance opens at 7:00am/other entrances open at 7:30am) to begin the day. Make-up assessments begin at 7:00 am, zero period PE begins at 7:10am. Students should be out of the building by 3:30 p.m. unless in a supervised activity. Students should not be left at school after 3:30 p.m. waiting for a ride as they cannot be properly supervised.

### **Searches**

Mountain Brook Junior High School officials have the legal right to search student lockers, backpacks, cell phones, and athletic bags if a reasonable cause warrants such a search. By entering school grounds, the person in charge of any vehicle consents to search of the vehicle, with or without cause, by school officials or police officers. Search may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle. Drug dogs may be used to conduct these searches.

### **Student Records**

An accurate cumulative record shall be maintained for every child enrolled in the Mountain Brook Schools. No one but authorized school personnel, parents or legal guardians shall have access to the cumulative records of a student without a subpoena, or written permission of the parent of said student.

Student records shall include all official records, files, and data directly related to children, including all materials, which is incorporated into each student's cumulative record folder. All tests given for placement in the Special Education program and other Special Education data are kept in a separate file and available to parents or legal guardians on request. Parents or legal guardians shall have the right of access within a ten-day period from the date on which such request is received. Access shall include the right of examination, the right to challenge contents, the right of copies of the record, and the right to have the record content interpreted.

A current blue immunization form must be a part of the cumulative file in order for a student to legally remain in school.

### **Telephone Calls**

Telephones for student use are located at the front desk, and if sick, in the nurse's office. During the school day, students are not allowed to make or receive calls using their cell phones.

### **Visitors**

Permission to visit the school must be obtained prior to the arrival of the visitor through the office, if possible. If not, permission must be secured from the office upon arrival on campus.

We allow the following individuals not employed by MBS schools in our buildings:

1. Invited guest speakers who provide educational content at the request of MBS faculty and staff.
2. Invited guests who attend ceremonies such as Awards Day, Honors Night, Honor Society inductions and pep rallies.
3. Parents, guardians, and other stakeholders who attend PTO meetings, parent conferences, and/or other school or district informational sessions.
4. Candidates who interview for open staff positions.
5. Parents, guardians, and other stakeholders who attend student performances and/or

volunteer in classrooms.

6. Individuals or groups who rent facilities in compliance with MB facilities usage protocols.
7. Contractors doing business with any MB school.
8. Other guests as deemed necessary by the principal that will not disrupt the educational process or violate the confidentiality of other students.

All visitors go through the Raptor screening process upon entering the building.

## **GUIDANCE AND COUNSELING DEPARTMENT**

### **PHILOSOPHY**

The Mountain Brook Junior High Guidance and Counseling Program believes in the worth and dignity of each student and values his/her uniqueness. All services are provided in cooperation with teachers, administrators, students, and parents. We view the Guidance and Counseling Program as:

- ✓ Providing all students with opportunities to achieve school success
- ✓ Providing all students within the school district with age-appropriate activities and services
- ✓ Providing sequential activities organized and implemented by certified personnel
- ✓ Being an integral part of the local school's total instructional program

The K-12 Guidance and Counseling Program addresses the learning and social/emotional needs of each student by helping him or her acquire competencies in the areas of:

- Academic Development
- Career Development
- Personal/Social Development

### **PROGRAMS PROVIDED BY THE GUIDANCE DEPARTMENT INCLUDE:**

#### **Classroom Guidance**

This facet of the guidance program focuses on presentations on a variety of adolescent issues. These take place in classroom situations with the primary goal being to raise the awareness level of the students and to encourage students to seek additional assistance in areas where they feel they have a need.

#### **Counseling**

Counselors are available to meet with students on an individual or small group basis for counseling. The referral process is as follows:

Students wishing to see their grade-level counselor should make an appointment before/after school, between classes or during lunch/study. They should receive permission from the teacher whose class they will be missing before leaving class.

#### **Student Support Team**

The SST (Student Support Team) is an interdisciplinary team made up of counselors, administrators, a special education teacher, an academic support teacher, and classroom teachers. Referrals to the team are made by school personnel and/or parents through the appropriate grade level counselor based upon concerns about student behavior and/or academic progress. The team reviews these concerns and makes

recommendations to help the student.

## **MOUNTAIN BROOK JUNIOR HIGH SCHOOL POLICIES**

The policies listed in this book are in addition to the policies of the Mountain Brook City Schools as stated in their booklet Mountain Brook City Schools: Code of Student Conduct, Selected Board of Education Policies, Selected State and Federal Laws. This booklet is also available on the Internet at [www.mtnbrook.k12.al.us/mbjh](http://www.mtnbrook.k12.al.us/mbjh).

### **McKinney-Vento Homeless Education Assistance Act**

The McKinney-Vento Homeless Education Assistance Act defines a homeless individual as one who lacks a fixed, regular, and adequate nighttime residence. If a family lives in any of the following situations, then pre-school-aged and school-aged children and youth in that family have certain rights and protections under this act.

- ✓ In a shelter, motel, vehicle, or campground
- ✓ On the street
- ✓ In an abandoned building, trailer, or other inadequate accommodations, or
- ✓ Doubled up with friends or relatives because you cannot find or afford housing.

If a parent or guardian of a preschool-or school-aged child or children believes any of the above applies to his or her family, he or she should contact the district's liaison for homeless education: [Lanie Kent](#) (205) 871-4608.

## **ATTENDANCE**

### **Attendance**

It is the policy of the Mountain Brook Board of Education that pupil accounting procedures in the Mountain Brook School district be established that assure an accurate recording of pupil absences. Said absences shall, in accordance with statute, be designated as excused or unexcused.

### **I. Excused Absences**

A student shall, based on statutory provisions, be excused for absence from school for the following reasons:

- A. Illness
- B. Death in immediate family
- C. Weather preventing attendance
- D. Legal requirements
- E. Permission by the principal
- F. Religious holidays

## **II. Unexcused Absences**

Absence for reasons other than those defined above shall be considered as unexcused. When a student's unexcused absences reach seven (7) days in a school year, the principal may refer the issue to the district attendance officer, who shall consider filing a complaint/petition with the Family Court.

## **III. Excuses**

In accordance with State law, the parent or legal guardian must send a note explaining the reason for any absence of students under their control or charge upon the student's return to school. The student has three (3) days (including date of return) to have an "excused absence" slip issued. After this time passes, the absence is unexcused and will remain as such. This excuse must be presented to the designated local school officials in the manner of procedure, which has been established by said school for recording such information.

## **IV. Make-up Work**

If a student is absent for any of the excused reasons enumerated above, the student shall be allowed to make up schoolwork missed during said absence or absences. It shall be the responsibility of the student to contact the teacher or teachers to arrange for all make-up work.

Students who have unexcused absences are not entitled to receive credit for make-up work or to receive credit for tests, projects, etc., missed during the absence, but may be made up at the discretion of school officials.

## **V. Absences for Medical Reasons**

Missing more than ten (10) days of school per semester is considered excessive absence. If a student misses more than 10 days for medical reasons per semester, the parent or legal guardian may be required to provide written medical verification for subsequent absences from a licensed physician stating that the absence was a medical necessity. If written medical verification is not received, the absence will be unexcused unless the absence is due to excused reasons other than illness.

## **VI. School Participation Absences**

Students who are away from school because of participation in school-sponsored activities shall be marked present and permitted to make up schoolwork missed.

## **VII. Religious Absences**

A student shall be excused for official religious days. Said student shall be allowed to make up schoolwork missed during such absences and in no way shall he or she be penalized for such absences.

## **VIII. Truancy**

We believe that regular classroom attendance is an important part of a student's school experience. Students often struggle compensating for classroom absences. Although make-up work will be given, it should never be viewed as a substitute for regular classroom experience.

Students exhibiting chronic attendance problems (absences/tardies/truancy) will be dealt with on a case-by-case basis. The first intervention will be a parent contact to determine the causes of the frequent absences or tardies. At this time parents may be asked to provide medical or parent documentation as to reasons for absences. Based on that information and on how the absences/tardies are impacting learning, completion of work, and/or social development, one or more of the following interventions may occur:

- Student conference
- Parent conference
- Referral to Child Study/Student Support Team for recommendations
- Principal notification to parents
- Referral to Mrs. Lisa McLain, Attendance Officer, for recommendations
- Referral to Early Warning Panel for recommendations
- Referral to Juvenile Office for home visits
- Referral to Family Court to begin legal proceedings for truancy
- Appropriate documentation filed in student permanent record
- 

### **Absences**

All students are expected to attend school every day unless it is absolutely necessary to be absent. Student illness, death in the family, religious holidays, and legal matters are the only excused absences allowed by the laws of the State of Alabama. All other absences are unexcused unless approved by the principal, who has the authority by law to grant approval for absences in certain situations. For absences excused by the principal, prior permission must be received (see Pre-Excused Absences below).

When the student returns to school following an absence, the student has **three days** to bring a signed note from the parent or legal guardian or a parent may send an e-mail the to [mbjhattendance@mtnbrook.k12.al.us](mailto:mbjhattendance@mtnbrook.k12.al.us), explaining why the student was not at school and the date of the absence. **After three days the absence is unexcused.** This note should be given to the attendance supervisor. An excused absence gives the student the privilege of making up school work.

### **Absences (Unexcused)**

Absence for reasons other than those defined above shall be considered as unexcused. **After the first unexcused absence the parent will be notified concerning attendance.** After the fifth unexcused absence there will be a conference between school officials and parent(s). When a student's unexcused absences exceed six (6) days, the principal will refer the issue to the district attendance officer, who shall consider filing a complaint/petition with the Family Court.

### **Appointments**

Whenever possible, appointments with the doctor or dentist should be made at a time when the student is out of school. In case of an emergency, appointments should be made at times when the student will miss as little class time as possible. Students are responsible for making up any work missed while away from school.

### **Attendance Standards and State Driving Policy**

The state legislature has passed a law stating that students must not have more than 3 days of unexcused absences during a single semester. The school is required to report all absences to the state.

### **Student Parking on School Property**

Students may **not** drive on school grounds unless accompanied by a parent. **Students may not park or leave a car on school property.**

## Checking Out and Leaving Campus

When checking out of school for an appointment, the parent or guardian should come to the check-out desk and request that the student be checked out. The check in/out personnel will call the teacher to request a student be sent to check out. The student should remain in class until called. Students taking a test at the time of check out will need to complete the test before leaving the room. **Allow at least 10 minutes for your child to meet the parent at the check out desk. The student must leave campus with either a parent or guardian, or designee of the parent,** and then only after officially signing out on the check-out/check-in list. If the student returns to school later the same day, the parent or guardian must come into the building and sign the student back in. If possible please try to check out your child during class changes as to not disrupt the classroom. Checkouts after 2:45 are not allowed.

If a parent desires a child to walk to a nearby appointment, or to leave school with anyone other than his or her parents, **written** permission must be given. (This includes neighbors, older brothers and sisters, other parents, etc.)

When a student becomes ill during school and wants to check out to go home, he must first get a pass from his teacher to go to the school nurse. The nurse will then call the student's parent or guardian so that they can come and pick up their child. The parent must sign out on the checkout list.

## Field Trips

Field trips related to the curriculum are scheduled throughout the year. Students with a history of discipline problems may be denied the privilege of going on a field trip. Students must maintain a "C" average in all academic subjects in order to be eligible to take field trips where numerous classes are missed.

## Homework Room

In an effort to help all students achieve at high levels, students who do not complete homework assignments may be assigned to the Homework Room. Here the student may complete the assignment, practice and reinforce the concept, and receive partial credit for the completed work. Students are allowed one missed homework per class before being assigned to the homework room.

## Make-up Tests

The following procedures apply to make-up tests:

1. Make-up tests are to be taken before school except in special cases.
2. All students will take make-up tests from 7:00-7:50 a.m. Tuesday through Friday. A test 15 minutes long or less may be administered by the teacher at his/her discretion. The teacher administering the test will not furnish supplies such as paper, pencils, etc.
3. The teacher will schedule the make-up test.
4. If a student does not show up on the assigned day with a justifiable excuse, a 10% penalty will be applied. A second make-up day will be scheduled. If a student misses the second day, a zero will be recorded for the grade.
5. If a student attends a make-up session and his test is not there, the student will have the choice of another make-up day or scheduling a separate make-up time.

6. A student who checks in late on the day of a scheduled make-up exam will fall under the guidelines of rule #4.

### **Make-up Work**

If a student is absent for one or two days, assignments should be obtained either from another student during the absence, by checking the teacher's website and or Schoology pages, or upon returning to school, from the teachers. For absences of 3 or more days, the counselors will collect assignments - parents should call 877-8346 before 8:30 a.m. and plan to pick up the assignments after 2:30 p.m. outside the Counseling Office. It shall be the responsibility of the student to contact the teacher or teachers to arrange for all make-up work. Students who have unexcused absences are **not** entitled to receive credit for make-up work or to receive credit for tests, projects, etc., missed during the absence, but work may be made up at the discretion of school officials.

### **Pre-Excused Absences (Out of Town Trips)**

If parents or guardians are to be out of town for a period of time, written authority is needed designating a person who will assume responsibility for their child during the absence.

If parents find it necessary for students to miss school due to an out-of-town trip (limit 3 days per year), absences must be approved by the administration. If the absence is approved, it will be classified as **excused**, and students will be allowed to make up missed work. Days in excess of the allowable 3 days per year will result in the absence being coded as unexcused. The required pre-arranged absence form should be obtained from the attendance office, completed and returned **10 school days** prior to the days missed. Example: If a student will be out on a Friday the form must be turned into the Attendance desk on the Friday two weeks before the absence.

### **Tardies**

If a student is not in his scheduled room by the last bell, he is considered tardy. On the fourth tardy, student discipline will begin with detentions.

### **Withdrawal/Transfer**

When a student withdraws from school, the parents should notify the counseling office. The student then gets a withdrawal form from the counseling secretary, which he/she presents to each teacher. The teacher initials it when the student has turned in school owned materials and gives the student a grade for the work completed so far that term. The student must also turn in textbooks to the librarian and check out with the lunchroom manager, the band director and/or coaches if appropriate. Student records will be sent to the new school at the request of the parents and/or new school.

### **Excerpt from State Attendance Policy**

#### **Section 16-28-12**

**Person in loco parentis responsible for child's school attendance and behavior; noncompliance: local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented: school officials required to report noncompliance: failure to report suspected violation: district attorneys vigorously to enforce provisions.**

(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child



enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

(c) any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school. (*School Code 1927, &sect;305; Code 1940, T. 52, &sect;302; Acts 1993, No. 93-672, p. 1213, &sect;1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, &sect;1.*)

### **TECHNOLOGY USAGE POLICY EXCERPT**

Students in the Mountain Brook School System must practice the responsible use of all computers as outlined in the district's Technology Resource Agreement. Copies of the agreement are available in the MBCS: Code of Student Conduct booklet. This policy is also available on the Internet at [www.mtnbrook.k12.al.us](http://www.mtnbrook.k12.al.us), in the Technology section. In addition to this agreement, students will follow any rules and regulations established by their local school sites.

Students will NOT:

- Send, display, or download offensive messages or materials
- Use obscene language in messages or documents, etc.
- Harass, insult, or attack others through e-mail messages
- Damage computers, computer systems, or computer networks (this includes changing workstation or printer configurations by adding, modifying, or deleting files, icons, or toolbars)
- Violate copyright laws

- Use other users' passwords or give his/her password to others
- View modify, copy, print, or delete other users' files, folders or work
- Intentionally waste resources such as printer paper, toner, fileserver space, etc.

Students are subject to the loss of computer access or having additional disciplinary action taken as dictated by the local school administrators/designee. Legal actions may also be taken when applicable if any of the rules are violated.

## ACADEMIC ISSUES

### TEST DAYS

Math and Social Studies tests are given on odd dates of the month (i.e. 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, etc.) and English and Science tests are given on even dates of the month. This applies to 7-period days only. Work such as book reports or tests requiring any study time should be confined to the subject test days. Pop quizzes or short daily quizzes which are review and do not require study other than usual homework time are permitted on other days.

Students who miss tests on test days are expected to take tests during the make-up test period which is 7 a.m. Tuesday through Friday. Make-up tests are arranged by each individual teacher. The completion of missed tests and assignments is left to the discretion of the teacher. If a make-up test is missed, 10% will automatically be deducted from that test grade.

### EXAM SCHEDULE

#### Semester Exams

##### First Semester

|                 |                             |             |
|-----------------|-----------------------------|-------------|
| Tues., Dec. 12  | 1 <sup>st</sup> period exam | 8:00-10:00  |
|                 | 2 <sup>nd</sup> period exam | 10:10-12:10 |
| Wed., Dec. 13   | 3 <sup>rd</sup> period exam | 8:00-10:00  |
|                 | 4 <sup>th</sup> period exam | 10:10-12:10 |
| Thurs., Dec. 14 | 5 <sup>th</sup> period exam | 8:00-10:00  |
|                 | 6 <sup>th</sup> period exam | 10:10-12:10 |
| Fri., Dec. 15   | 7 <sup>th</sup> period exam | 8:00-10:00  |

##### Second Semester

|              |                             |             |
|--------------|-----------------------------|-------------|
| Fri., May 17 | 7 <sup>th</sup> period exam | 8:00-10:00  |
|              | 6 <sup>th</sup> period exam | 10:10-12:10 |
| Mon, May 20  | 5 <sup>th</sup> period exam | 8:00-10:00  |
|              | 4 <sup>th</sup> period exam | 10:10-12:10 |
| Tues, May 21 | 3 <sup>rd</sup> period exam | 8:00-10:00  |
|              | 2 <sup>nd</sup> period exam | 10:10-12:10 |
| Wed, May 22  | 1 <sup>st</sup> period exam | 8:00-10:00  |

**State Testing:** The state of Alabama requires standardized testing in specified areas. Please make certain your student is present for these important dates. See annual calendar for specific dates.

### **State Testing Dates**

|            |                                   |
|------------|-----------------------------------|
| April 2024 | PSAT (9 <sup>th</sup> Grade Only) |
| April 2024 | State Testing                     |

### **Grade Reports**

Grades will be updated and current on the following Thursdays for a midterm progress report:

|              |             |
|--------------|-------------|
| September 15 | November 17 |
| February 16  | April 26    |

Access to a student's grades is available anytime via the internet. Nine weeks Grade Reports will be available on the Internet on the following:

|            |           |
|------------|-----------|
| October 20 | January 5 |
| March 22   | May 24    |

The following marks represent student achievement and progress:

90-100 = A    80-89 = B    70-79 = C    65-69 = D    Below 65 = F

### **To access Grades in PowerSchool:**

**Step 1 – Log in to Classlink with unique network username and password**

**Step 2 – Click on the PowerSchool icon to be passed through to PowerSchool**



For questions, call Anna Rooks at 205-871-3516 or e-mail at [rooksa@mtnbrook.k12.al.us](mailto:rooksa@mtnbrook.k12.al.us) or Melanie Haynes at [haynesm@mtnbrook.k12.al.us](mailto:haynesm@mtnbrook.k12.al.us).

## Bell Schedules

| <b>MBJH Schedule A</b>        |               |                |                  |                 |               |
|-------------------------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Period</b>                 | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
| <b>1st</b>                    | 8:00-8:48     | 8:00-8:48      | 8:00-8:48        | 8:00-8:48       | 8:00-8:48     |
| <b>2nd</b>                    | 8:53-9:41     | 8:53-9:41      | 8:53-9:41        | 8:53-9:41       | 8:53-9:41     |
| <b>Academic Opportunities</b> | 9:46 – 10:11  | 9:46 – 10:11   | 9:46 – 10:11     | 9:46 – 10:11    | 9:46 – 10:11  |
| <b>3rd /4th/5th Lunch*</b>    | 10:11-1:20*   | 10:11-1:20*    | 10:11-1:20*      | 10:11-1:20*     | 10:11-1:20*   |
| <b>6th</b>                    | 1:25-2:13     | 1:25-2:13      | 1:25-2:13        | 1:25-2:13       | 1:25-2:13     |
| <b>7th</b>                    | 2:18-3:06     | 2:18-3:06      | 2:18-3:06        | 2:18-3:06       | 2:18-3:06     |

**MBJH Schedule C (Clubs)**

| <b>Period</b>                  | <b>Friday</b>      |
|--------------------------------|--------------------|
| <b>1st</b>                     | 8:00 – 8:47        |
| <b>Clubs</b>                   | 8:52 – 9:24        |
| <b>2nd</b>                     | 9:29 - 10:16       |
| <b>3rd /4th/5th<br/>Lunch*</b> | <b>10:16-1:22*</b> |
| <b>6<sup>th</sup></b>          | 1:27 – 2:14        |
| <b>7<sup>th</sup></b>          | 2:19 – 3:06        |

**MBJH Schedule PR (Pep Rally Schedule)**

| <b>Period</b>                  | <b>Thursday</b>       |
|--------------------------------|-----------------------|
| <b>7th</b>                     | 8:00-8:41             |
| <b>1st</b>                     | 8:46-9:27             |
| <b>2nd</b>                     | 9:32-10:13            |
| <b>3rd /4th/5th<br/>Lunch*</b> | <b>10:13-1:20</b>     |
| <b>6th</b>                     | 1:25-2:06             |
| <b>AO (Embedded)</b>           | Pep Rally (2:20-3:06) |

**Lunch Schedule for Schedule A, C, and PR**

|          |  |  |  |   |
|----------|--|--|--|---|
| <b>A</b> | <b>Lunch A (7<sup>th</sup>)</b><br>10:11-10:39 | 3rd<br>10:46-11:34                             | 4th<br>11:39-12:27                             | 5th<br>12:32-1:20                             |
| <b>B</b> | 3rd<br>10:16-10:39<br>11:10-11:34              | <b>Lunch B (7<sup>th</sup>)</b><br>10:39-11:04 | 4th<br>11:39-12:27                             | 5th<br>12:32-1:20                             |
| <b>C</b> | 3rd<br>10:16-11:04                             | <b>Lunch C (8<sup>th</sup>)</b><br>11:04-11:33 | 4th<br>11:39-12:27                             | 5th<br>12:32-1:20                             |
| <b>D</b> | 3rd<br>10:16-11:04                             | 4th<br>11:09-11:33<br>12:03-12:27              | <b>Lunch D (8<sup>th</sup>)</b><br>11:33-11:58 | 5th<br>12:32-1:20                             |
| <b>E</b> | 3rd<br>10:16-11:04                             | 4 <sup>th</sup><br>11:09-11:58                 | <b>Lunch E (9<sup>th</sup>)</b><br>11:58-12:27 | 5th<br>12:32-1:20                             |
| <b>F</b> | 3rd<br>10:16-11:04                             | 4 <sup>th</sup><br>11:09-11:58                 | 5th<br>12:03-12:51                             | <b>Lunch F (9<sup>th</sup>)</b><br>12:51-1:20 |

**Parent - Teacher Conferences**

Parents may schedule appointments to meet with teachers. Teachers are asked to be available for students before and after school. Please call or email the teacher for an appointment. If you would like an appointment with more than one of your child's teachers, please call the grade level counselor to coordinate the schedule for the conference.

**GPA**

Foreign Language courses and Career Prep classes taken in the 8<sup>th</sup> grade are included in GPA. Advanced and advanced placement courses are weighted more than regular, basic, and special classes. GPA is available at the end of the first semester of ninth grade.

# Policy on Academic Honesty

## Philosophy

Mountain Brook Junior High School students are expected to do their own work at all times and to work together and share information only when appropriate. This is expected in completing homework, class work, projects, quizzes and tests. All students will be held to this standard.

## Definition

Cheating is defined as:

- ✓ Giving or receiving aid or information on any test or quiz.
- ✓ Misrepresenting someone else's work as your own or taking credit for work not done on homework, class work or project.
- ✓ Allowing another student to copy or take credit for work you have done.

## Consequence

Academic integrity is an important aspect of MBJH. The consequences for any cheating incident will be determined with the following objectives in mind:

- ✓ Ensuring that those involved do not cheat in the future.
- ✓ Ensuring that under no circumstances will a student profit from cheating.

The student who gives aid or information on a test or quiz or allows his or her work to be copied or used is subject to the same discipline as the student receiving aid or information.

All cheating incidents shall be reported to the office and the parents notified. The teacher involved and an administrator will jointly determine the consequences. The following are possible penalties:

- ✓ Major point reduction on test, project, assignment, etc.
- ✓ Re-taking or re-doing a different form of same test, assignment, project, etc. (with point reduction)
- ✓ Other disciplinary actions (detention, Saturday School, suspension, etc.) in conjunction with one of the above
- ✓ Admission to National Junior Beta Club may be affected

## STUDENT CONDUCT

### **MBJH CODE OF CONDUCT PHILOSOPHY**

Mountain Brook Junior High exists to provide students with the finest education possible. Accordingly, behavior that fosters rather than deters the learning process shall be encouraged. Each student's right to learn will be protected. Students abide by the Mountain Brook Code of Conduct which includes some of these prohibited behaviors:

#### **Prohibited Behaviors**

- Tardiness to school or class
- Disruption of class or school activity
- Disobedience of a teacher's or adult's reasonable request
- Disrespect to teachers or other adults
- Inappropriate language or gestures
- Harassment or intimidation of another student or adult (verbal or physical)
- Skipping class, skipping school or leaving campus without permission
- Dangerous horseplay or fighting
- Defacing or destruction of school or personal property/vandalism
- Lying, stealing, gambling, or cheating
- Deliberately setting off fire alarm
- Inappropriate use of computers or other forms of technology
- Possession or use of tobacco products including e-cigarettes
- Possession of dangerous objects, fireworks, weapons (including pocket knives) or firearms
- Possession or selling of alcohol or drugs, this includes prescription drugs without proper permission.

Most student misbehavior is of a relatively minor nature, and is handled by the classroom teacher. However, once a student is sent to the office, one or more of the following actions may be taken.

- Counseling/reprimand
- Detention
- School or lunchroom clean-up
- Parent conference
- Behavior contract
- In-school detention for a certain class
- In-school detention
- Saturday School
- Suspension
- Alternative School
- Referral to superintendent or Board of Education



Which of these actions is chosen generally depends upon the nature and severity of the offense, the student's attitude, and the student's past record. The only disciplinary action that becomes a part of a student's permanent record is expulsion.

### **Disciplinary Forms**

*Discipline form* - When a child is sent to the office, a discipline form is filled out. It explains the offense and the action taken by the principal or assistant principal. The form must be signed by the student, his/her parents and returned to the office.

### **Disciplinary Actions**

**Detention** meets each Tuesday and Thursday morning from 7:10-7:40 and each Tuesday and Thursday afternoon from 3:15-3:45. Students are expected to be on time and use this time to study.

**Clean Up** - Students are assigned to clean up the lunchroom (during lunch period) or various areas of the school or school grounds either before or after school hours.

**Behavior Contract** - Students may be put on a behavior contract for consistently disrupting a class (classes). It outlines what steps will be taken to help the student control his behavior. Behavior contracts are signed by students, parents, and school personnel.

**In School Detention** - Students assigned to in-school detention are kept in a room away from the rest of the student body for a period of time (a class period to several days). They are given their classroom assignments, including tests, and are expected to complete them during in-school detention. Completed work is returned to the teacher and credit is given. These students may not participate in any extracurricular school-related activities such as sports, clubs, or class trips.

**Saturday School** - Saturday School is held at Mountain Brook High School from 8 a.m. to 12 noon. It is supervised by Mountain Brook High School staff members. Students are expected to be on time and take schoolwork for this four-hour period.

**Suspension (at home)** - For certain serious violations of school rules students are sent home for a period of time (remainder of day to several days). Parents are notified by phone and must come to school and pick up the student. These students may not participate in any extracurricular school-related activities such as sports, clubs, or class trips.

**Alternative School** - The Alternative School is for students who must be removed from the school setting to learn appropriate behaviors and/or receive individual or small group instruction in order to be successful. Assignment to the Alternative School is generally for at least two weeks and students must earn their way back to the Junior High School. Alternative School assignments might be made for extreme behavior problems, excessive absences, drug or alcohol offenses, or as a transition from home schooling or other education placement. It is housed near MBHS and directed by a certified teacher. A student who is placed in Alternative School will not be allowed on any Mountain Brook school campus after hours.

**Expulsion** - A student is expelled for only the most serious of offenses. The student's name is removed from the school rolls and he/she is no longer enrolled. A student may request reinstatement by the Board of Education after a period of time.

## **Weapons & Weapon Facsimiles**

Mountain Brook Board of Education policy, in keeping with state and federal law, prohibits all persons other than authorized law enforcement personnel from bringing or possessing any deadly weapon in the following circumstances: In any school building, on or near school grounds or property, on a school bus traveling to or from school or any school activity, function, or event, or any other school-sanctioned or authorized vehicle for transportation. Under Alabama law, possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury. Such a term includes, but is not limited to, a pistol, rifle or shotgun; an explosive or incendiary device; a switch-blade knife, stiletto, sword, or dagger, or any club, baton, blackjack, bludgeon, or metal knuckles. Nonworking facsimiles and replicas of weapons, including guns which shoot pellets and other similar objects are prohibited on or near school grounds, in school buildings, in school buses, and in private student vehicles on school grounds. If the object cannot reasonably be considered a "deadly weapon," but still could create anxiety, panic, police intervention and disruption of school by their appearance, school officials will consider the nature of the object and the context of its use or display in classifying the offense and assigning consequences.

## **Guideline for Dress**

Mountain Brook Junior High recognizes the importance of student appearance, including the need to partner with parents/guardians in maintaining a learning environment that is free of distraction due to clothing and/or accessories.

Students are expected to dress with respect towards self, family, school, and community using reasonable standards of cleanliness and decency throughout various situations. Final dress code interpretation is at the discretion of the administration.

With those guiding principles in mind, MBJH requires that students avoid the following clothing and/or accessories:

- Shorts/skirts must be of appropriate length and be visible below the shirt.
- Backless dresses, midriffs and spaghetti-strap shirts are not permitted.
- Clothing with references to illegal substances, foul language, or offensive symbols.
- Leggings without a shirt that reaches the top of the thigh.
- Clothing that is revealing due to excessive tightness, distressing, or tearing.
- Wearing hats/caps or head coverings (such as bandanas) are not permitted. This policy does not apply for extra-curricular activities.
- Shoes must be worn at all times.
- Jewelry may not be worn in pierced body parts. The only exception to this is pierced earrings.
- Undergarments may not show at any time.

# **SUBSTANCE ABUSE**

## **Alcohol/Drugs**

The following is a summary of the district's Substance Abuse Policy. The complete policy is available in the MBCS Code of Student Conduct and on the WEB at [www.mtnbrook.k12.al.us](http://www.mtnbrook.k12.al.us)

## **Smoking, e-cigs, vaporizers, and related products. (Tobacco-Free Schools)**

All persons are prohibited from using tobacco products on school property. These policies also prohibit use of electronic cigarettes and similar vaporizing products. When students are known to have violated these policies, the disciplinary action will be related to the nature of the substance being used via electronic cigarette or vaporizer.

## **Prohibited Substances**

Students in the Mountain Brook City School System are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of any of the following:

- ✓ Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including, but not limited to, narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any contraband or controlled substance or prohibited drug;
- ✓ Alcoholic beverages or intoxicants of any kind;
- ✓ Prescriptive medicine or drugs with or without medical cause or medical permission;
  - **(NOTE: A student, who takes medication, prescriptive or proprietary, is required to comply with school procedures for monitoring such use.)**

Parental permission to have or use substances prohibited by this policy, including alcohol or prohibited substances, does not exempt a student from this policy.

It shall be the policy of the Mountain Brook City Board of Education that the school principal or authorized official of the school shall automatically suspend any student possessing, using, transmitting, or intending to transmit, or being under the influence of prohibited substances as described in this policy in the following circumstances:

- ✓ On or near school grounds or property;
- ✓ On a school bus traveling to or from school or at any school activity, function or event, or on any other school sanctioned and authorized vehicle for transportation;
- ✓ At any school function or school sanctioned function wherever held during or after regular school hours.

## **Violations**

- ✓ Category I **Self-Identified Substance Abusers** -This category shall include students who identify themselves as substance abusers for the purpose of obtaining help. Action taken for such students shall be entirely supportive, therapeutic, and non-punitive. **High-Risk Students** This category shall also include students who are identified as "high-risk" students (i.e., students who exhibit behaviors which are indicative of actual or potential substance abuse).
- ✓ Category II - This category shall include violations of this policy wherein a student was found to be in possession of or under the influence of a prohibited substance as defined above.
- ✓ Category III -This category shall include violations of this policy wherein a student has (a) transmitted or intended to transmit a prohibited substance, or (b) committed a second Category II offense.

## **Drug Testing**

MBJH conducts random and unannounced screening of Activity Students of common drugs of abuse. For more information, see the District Code of Conduct Booklet or the school district's webpage.

## **MOUNTAIN BROOK BOARD OF EDUCATION POLICY ON EXTRACURRICULAR ACTIVITY PARTICIPATION – ACADEMICS FIRST J-28i**

This policy is also available on the internet at [www.mtnbrook.k12.al.us/mbjh](http://www.mtnbrook.k12.al.us/mbjh)> Parent Link. The Mountain Brook Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Mountain Brook Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student's involvement in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and Alabama Administrative Code to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Mountain Brook Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering grades 10-12 must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses (English, mathematics, science, and social studies) must be included in those units passed and averaged.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of the school year so far as grades are concerned. A student who regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
5. A student declared ineligible at the beginning of the school year may regain his/her eligibility at the end of the first semester by meeting the academic requirements listed above during the last two semesters in attendance and summer school, if applicable.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year

may be exempt from earning four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

- 8. To be eligible, all student-athletes (including repeaters and hold-backs) must be enrolled in a specific number of new units at the school they represent.**
  - a. 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders must be carrying at least six new units**
  - b. 12<sup>th</sup> grade students who are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year.**
  - c. 7<sup>th</sup> and 8<sup>th</sup> graders must be carrying at least five new subjects.**

Students entering the 8<sup>th</sup> and 9<sup>th</sup> grades 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. Students entering the 7<sup>th</sup> grade for the first time are eligible. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and /or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity, shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirements(s) and if it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club convention, parades, amusement park trips and competition. Trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

### **DRUG TESTING OF ACTIVITY STUDENTS**

In an effort to protect students electing to participate in extra-curricular activities from controlled substance and illegal drug use and abuse, and to promote the health and safety of its students, the Mountain Brook Board of Education has adopted a policy for drug testing of Activity Students. This policy is available in the [Mountain Brook City Schools: Code of Student Conduct, Selected Board of Education Policies, and Selected State and Federal Laws](#) booklet that was received at registration. This booklet is also available on the Internet at [www.mtnbrook.k12.al.us/mbjh](http://www.mtnbrook.k12.al.us/mbjh), click on Student Corner > Code of Conduct.

## LUNCHROOM INFORMATION

### **Spartan Cafe**

The Spartan Cafe operates daily during the school year for the convenience of our students and faculty. Students are asked to go quietly and quickly to the lunchroom without distracting other students who may be in classes. Students are asked to make lunch pleasant for all by waiting their turn in line, using the authorized line, and leaving tables free of food and spills. Trays are to be taken to the proper area after lunch, and paper, along with other trash, should be deposited in cans provided.

No food should be taken from the cafeteria. Students may not leave the lunchroom without permission. Deliveries from outside food establishments are prohibited.

### **Lunchroom Accounts**

The Spartan Cafe uses a computerized accounting system. Each student is asked to deposit money in his/her account.

#### **Please contribute to the Mountain Brook City Schools Foundation**

Pledge cards available on the school website *Foundation* link

#### **MBCSF**

POST OFFICE BOX 530834 MOUNTAIN BROOK, AL 35253  
414-0042 [mbscfoundation@bellsouth.net](mailto:mbscfoundation@bellsouth.net)