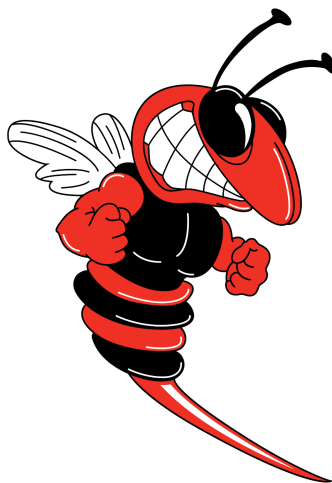


Maumelle Middle School



Student Procedures Manual 2023- 2024

1000 Carnahan Drive
Maumelle, AR 72113
501-851-8990 Office
501-234-4745 Fax

Office Hours: 8:00am - 4:30pm

Administration and Office Staff

Principal: **Brady Bratcher**
Assistant Principals: **Evan Forte** and **Denetha Hall**
Secretaries: **Alex Hammett** and **Linda Tackett**
Attendance Clerk: **Tonia Gilliam**
Counselors: **Jacqueline Griffin** and **Tracye Wright**
Counselor's Secretary: **Brittany Greene**
Registrar: **Darlene Smith**

Welcome to Maumelle Middle School

At MMS, we provide each of our students with a Student Procedures Manual that includes rules and regulations which govern the student body. Please read and familiarize yourself with the information inside. We ask for your support in helping to ensure that your student fully understands what we expect. This guide is part of a comprehensive plan to help prevent negative behavior, as well as provide incentives for positive behavior, which will result in an overall improvement in our school environment and your student's middle school experience. Please read this guide with your student, sign the *Parent/Student Statement of Responsibility* form, and return the signed form to the student's advisory teacher by the first day of school. Please contact us if you need additional information regarding the contents of this manual. Thank you for your cooperation and continued support!

Visitors: ALL VISITORS MUST REPORT IMMEDIATELY TO THE OFFICE.

STUDENT ID BADGES All students are required to wear Student I.D. badges during the school day and at specified activities. Students will be able to purchase student bundle packs in August for \$20 which includes a student ID, locker, and a t-shirt. Replacement ID's will be sold for \$3.

ARRIVAL Students may not arrive at school earlier than 8:00 a.m. Students are to enter in the designated areas by grade level: **(Cafeteria: 6th & 7th grade) (Gym: 8th grade only. 8th grade students should be dropped off at cafeteria, get breakfast if desired, eat, and go to the gym).** All students must remain on campus after arrival. NO EXCEPTIONS!

Dismissal Bus riders will go to the bus loading area through the cafeteria. Car riders will go to the car loading area through the main entrance and wait under the breezeway. You must report directly to your designated area for transportation home after school. Students are not allowed to be picked up in any other area (ex.teachers' or gym parking lot) without expressed permission from the principal.

CHECK-IN/CHECK-OUT

Check-In: The parent or guardian must accompany the student to the office. The parent/guardian must present their state-issued identification in order to check the student into school. The student will receive a badge pass indicating if the tardy is excused or not. The student will give the badge pass to the teacher.

Check-Out: Checking out of students must be done in person. Phone calls and/or notes are not accepted. The adult checking the student out must be on the individual student's eSchool file. Students will not be released to those not listed on eSchool. Adults must come into the office and show their state-issued identification.

ATTENDANCE POLICY Attendance is taken every period. If a student is more than 15 minutes late for a class, they will be counted absent.

Parents will be notified by a staff member after their child's third, fifth, and seventh absence to a class. **Accumulated absences will result in a court referral for truancy.** For additional information on the attendance policy, refer to the PCSSD 2023-24 Parent/Student Handbook

TARDY POLICY Being on time for class is of the utmost importance. Students shall not be tardy. A student is tardy if he or she is not inside his or her classroom or other designated location as directed by the teacher at the time the tardy bell stops sounding. The instructional day at MMS begins at 8:30 a.m. Students who are tardy for the school day for such reasons as oversleeping, missing the bus, or being transported late by private vehicles will be given an **unexcused** tardy. Parents/guardians must sign in students arriving after 8:30 a.m. If students do not have a documented reason for being late, such as a doctor's appointment, they will be marked tardy to 1st period. The following course of action will be taken when students are tardy to class:

1st Offense: **DMP/Student Teacher Conference/Warning**

2nd Offense: **DMP/Teacher/Parent Contact**

3rd Offense: **DMP/Counselor Visit/Parent Contact**

4th Offense: **Major Referral/1 Day of D-Hall/Parent Contact**

Subsequent offenses will result in more severe consequences in accordance with the PCSSD progressive discipline policy.

CAFETERIA PROCEDURES Students must report to the cafeteria in an orderly and timely manner. Any display of disruptive and or noncompliant behavior (ex. running, making loud noises, horseplay, being out of assigned area, etc.) will subject you to disciplinary action. Upon arrival in the cafeteria, there are two (2) serving lines. Students may get in either line and follow the directives of the supervision staff. When directed, enter into the serving area, make your selection and check out with the cashier. Students are expected to sit with their feet under the table and use a conversational tone (level 1, only neighbors at tables can hear you). At this time you may choose your seat and enjoy your lunch. Please be mindful to throw away all of your trash when finished eating. We do not throw food or trash at MMS. After eating, you may be allowed to go outside for your recreation. No food or drinks (other than water) are allowed outside the cafeteria. The ID, with lanyard, is required for you to go outside during the lunch period. You will have the opportunity to purchase a replacement ID during lunch in the event your ID is lost or damaged.

School Dances

Only current Maumelle Middle School students can attend school dances.

Expected Dress in Secondary Schools PCSSD/MMS DRESS CODE POLICY Expectations for student dress are clearly outlined in the PCSSD dress code policy identified below. It is understood, however, that building principals have the discretion to determine "a mode of dress that disrupts the educational process." While it is impossible to identify all modes of dress that might be considered disruptive, it is the intent of PCSSD to provide parents and students as much clarity as possible regarding proper attire.

A student will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of students and teachers. Furthermore, students are prohibited from obscene, lewd, or vulgar comments or designs, and wearing clothing directed toward or intended to threaten, intimidate, or demean an individual or

group, as well as items advertising alcohol, tobacco, or illegal drugs.

The following items are examples of what PCSSD believes is needed to ensure order and consistency:

1. No sagging, ID badge worn at all times, and no blankets allowed to be worn during school day.
2. Pants, jeans, or shorts with tears or fraying above the knee must have clothing underneath.
3. Leggings, spandex, jeggings, tights, yoga pants, or any other similar tight-fitting bottoms MUST be covered with a dress, skirt, shorts, or shirt no shorter than ID badge length from the knee.
4. Any shorts, dresses, or skirts worn with or without leggings no shorter than ID badge length from the knee.
5. Revealing clothing (transparent, midriff, holes, backless, low cut blouses, spaghetti straps, tank tops, sleeveless) is not acceptable.
6. Sleepwear or pajama tops or bottoms are not acceptable.
7. Shoes are required to be worn at all times.
8. Students may not wear clothing, outerwear, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
9. Students may not wear clothing, buttons, patches, jewelry, or any other items with words, phrases, symbols, pictures, or signs that are indecent, profane, suggestive, inflammatory or that have negative overtones that appear to be derogatory or discriminatory.
10. Spike jewelry, chains, and hair picks are not permitted.
11. Head coverings and sunglasses must be taken off upon entering the school and left in the lockers. Medical exceptions require written approval from a school administrator.

