

# **Mountain Brook High School**



## **Student Handbook**

### **2023-2024**

## **Table of Contents**

Board of Education	3
Central Office Staff	3
Notice of Non-Discrimination	4
Student/Guardian Complaints and Procedures	5
Residency Requirements	6
Child Find Notices	6
Attendance	7
CTE Course Offerings	9
Crisis Management	9
Custodial Services	9
Early Dismissal - Weather	9
Elevators	10
Medication Procedures	10
Outside Deliveries	10
Parking	11
Independent Study Periods	11
Visitors	12

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

**Board of Education**

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

Ms. Jennifer Kimbrough, President  
Mr. Daniel Odrezin

**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

**Central Office Staff**

Dr. Dicky Barlow.....Superintendent  
Dr. Missy Brooks ..... Director of Instruction and Special Education  
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 .....Director of Facilities  
Mrs. Suzan Brandt.....Director of Technology  
Mrs. Cynthia Loggins.....Technology Data Specialist  
Mr. William Galloway .....District Public Relations Specialis

**Mountain Brook High School**  
**3650 Bethune Drive**  
**Mountain Brook, Alabama 35223**  
**205.414.3800**

Mrs. Carrie Busby .....Principal  
Mr. Eric Hollis.....Assistant Principal  
Mr. Lars Porter.....Assistant Principal

**Notice of Non-Discrimination**

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

**Student/Guardian Complaints & Procedures**

It is the desire of the Mountain Brook Board of Education to encourage reasonable and effective means of handling student and parent grievances arising from the implementation of local board policies as well as the interpretation of regulations originating from the State level; to reduce the potential for grievances; and to establish and maintain recognized channels of communication between the administration and staff.

General Complaints (Grievances) – Any student, parent, or member of the public having complaints or grievances are encouraged to present for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or implement the requested action. If the underlying problem cannot be resolved satisfactorily at this administrative level, the aggrieved person may continue to seek a satisfactory solution to the problem with staff members at the next higher levels of administration (e.g. Principals, Central Office Director, and Superintendent). Finally, the person may appeal in writing to the Board of Education. At any level, the aggrieved person may appear in company of peers or counsel and will be afforded all the rights of due process applicable to such situation.

**Limitations Regarding Availability and Application of General Complaint/Grievance Policy**

– The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g. sexual harassment grievance procedures; discrimination procedures, review of personnel matters governed by state law or as covered under Student’s First; due process hearings provided under Individuals with Disabilities Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation or procedure or on its failure to exercise discretion (e.g. adoption of a school calendar, compensation policies, etc.)

All students, faculty, and staff members at whom a complaint has been lodged will be afforded the right of due process.

**Formal Grievance Procedures for Complaints & Discrimination**

Students, as well as their parents/guardians, who feel they have a discrimination (civil rights, disability, or sexual harassment) complaint/grievance must first report the behavior or condition believed to cause the discrimination to any school staff member with whom he/she has confidence. The individual may also choose to contact the district coordinator appointed by the superintendent to handle complaints/grievances associated with discriminatory practices.

If harassment is alleged, a formal complaint form is located on all school websites and in the mail office of each school.

Any staff member receiving such a complaint shall immediately report the behavior/conditions to his/her immediate supervisor and/or the appropriate person listed in the Nondiscrimination notice, above. A conference will be held with the complainant and appropriate school personnel to arrive at a mutually satisfactory resolution of the complaint/grievance. (J-51, 2016)

### **Residency Requirements**

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 grade level counselor.

## General Information

### Attendance

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

#### Excused Absences

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

- Illness
- Death in the immediate family
- Weather preventing attendance
- Legal requirements
- Permission by the principal
- Religious holidays

#### Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused. **Notes are required for an unexcused absence within 3 days of a tardy or absence or student will receive disciplinary consequences.** 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 Family Court.

#### Excuses

In accordance with state law, the parent or legal guardian must send an excuse explaining the reason for the student's absence. School excuses can be submitted in the following ways:

- Turn in written notes/doctor's excuses at the attendance desk
- Email [hsattendance@mtnbrook.k12.al.us](mailto:hsattendance@mtnbrook.k12.al.us)
- Excuses can be faxed to 205.969.8113

### Checking In

If a student arrives to school after 8:00 a.m. they must check in at the front desk. Excuses must be sent within three days. Please follow the steps listed above for turning in excuses.

### Checking Out

In order to protect instructional time, please try and check students out between classes.

There are two options available for checking out a student:

1. FaceTime is used for approved campus drivers who are checking out during school hours. FaceTime hours are 8:30 a.m. – 2:30 p.m.
  - Have your driver's license or a picture ID ready for verification when calling in.
  - Only the contacts listed in the student's record will be allowed to request a checkout.
  - Checkouts are limited to "same day" only.
  - When calling FaceTime please remember there is only one telephone line. If we do not answer, wait a few minutes and call back.
  - Please check the website for the NO FaceTime days which will start after Labor Days.
2. In-Person Checkout at the Attendance Desk.
  - Ring the doorbell to activate the front door system.
  - Once you are confirmed and enter the school, come to the front attendance desk.
  - You must have a driver's license in order to check out a student.
  - Only the contacts listed in the student's record will be allowed to request a checkout.
  - Once the above steps are completed, your student will checkout.

### Pre-Arranged Absences

- Students are allowed FIVE pre-arranged (PA) absences per year.
- A [Pre Approved Request Form](#) is to be completed by the student and include parent and teacher signatures approving the absence. The form will be turned in at the attendance desk no later than **two days before the absence**. Forms are located on the website under Student Resources and at the attendance desk.



- If plans change after the form is turned in, have your student inform Meg Meadows at the attendance desk.

Please contact Meg Meadows, Attendance Secretary, at 205.414.3800 if you have any questions regarding attendance.

### **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.

### **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**

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

### **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.

### **Elevators**

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.

### **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 on the MBHS website.

**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 the 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.

### **Outside Deliveries**

A "drop-off" table will be located outside in a covered area at the front of the school. This table will be used for any items that are left at home and are needed by the student. It will be the student's responsibility to get their needed item off the table. ALL items left on the table will be taken to the Lost and Found at the end of each day.

### **Parking**

Due to the limited number of parking spaces on campus, only seniors and juniors will be eligible to purchase parking decals at the beginning of the year. If extra spaces are available, a parking auction(s) will be held for sophomore parking decals.

- Only students with a parking permit are allowed to park on campus during school hours.
- Parking permits must be placed on the bottom left corner of the front window.
- If a car is parked in your space, please notify the front desk.
- Once a student leaves his/her car and enters the building, he/she may not return to his/her car without administrative permission.
- Students are given an assigned space. Decals are non-transferable. Students must park in assigned spaces and may not issue their decal to another student or allow another student to park in their assigned space.
- All cars must have a tag registered in Mountain Brook.
- All students who park on campus are subject to random drug testing.
- Students who drive to school must purchase a decal from MBHS, out of respect and safety of residents nearby,
- MBHS does not allow students to park on neighboring streets off campus.
- Students must enter campus through one of the two authorized entrances.

Parking is a privilege; therefore, violations of these guidelines may result in fines and/or disciplinary action.

### **Independent Study Periods**

MBHS offers all students an independent study period. Sophomores and juniors may take one independent study period each semester, and seniors may take up to two each semester. Students may use this period to study, eat, seek extra academic help, etc. This time affords students the opportunity to manage time in accordance with their academic needs. When a student demonstrates irresponsible use of independent study time, the privilege will be restricted.

During independent study, students may go to the following areas: library, mall, Spartan Commons, cafeteria, outdoor concourse by cafeteria. Students may not go to academic wings, athletic fields, or parking lots.

### **Visitors**

All visitors, speakers, and guests should sign in through the front office upon entering the building.