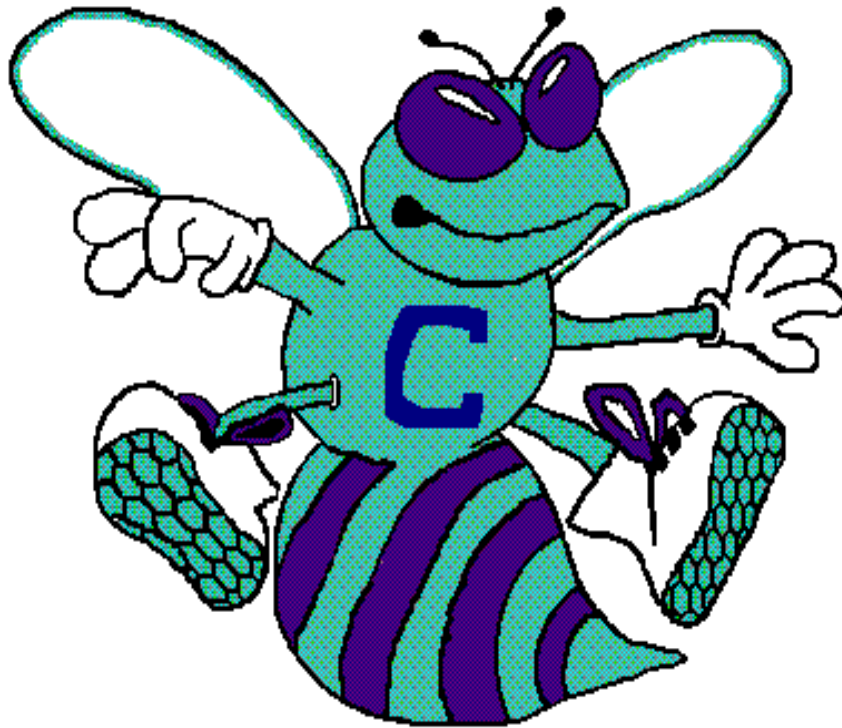


# Central Middle School

2017-2018

## Student/Parent Handbook



883 Zephyr Road  
PO Box 768  
Dobson, NC 27017  
336-386-4018  
336-386-4371 (FAX)

Kara Martin, Assistant Principal

## **Welcome To the 2017-2018 School Year!**

We want to welcome our students and your parents to a new school year at Central Middle School. The faculty and staff at Central Middle School look forward to working with students and parents to provide the best possible education and learning environment for each student.

The goal of Central Middle School is for each student be successful and reach their own potential. This can be accomplished through a collaborative effort with parental and community involvement, along with the willingness of all of us to support the entire school staff and the activities planned for the school year.

The purpose of this handbook attachment is to make students and parents aware of the privileges, opportunities, and responsibilities that are not listed in the Surry County Schools Middle School Student/Parent Handbook. It is important that students and parents have an understanding of the handbook so they can have a successful school year. We appreciate you taking the time to read the handbook with your student. We ask that you sign and return the enclosed sheet after you have read the Central Middle Handbook with your student.

We look forward to seeing and working with each of you during the 2017-2018 school year. We want to work with you to provide a positive learning environment where all students may grow in a positive learning environment.

If you have questions or concerns about the procedures in this handbook, please feel free to call us at 386-4018. We are looking forward to a great year working with your student!

Bill Goins  
Principal

Kara Martin  
Assistant Principal

Surry County Schools  
Dr. Travis L. Reeves, Superintendent  
209 N. Crutchfield Street  
Dobson, NC 27017  
336-386-8211  
336-386-4279 (FAX)

Surry County Board of Education  
Earlie Coe  
Clark Goings, Vice-Chairman  
Terri E. Mosley, Chairman  
Brian Moser  
Mamie M. Sutphin

### **Assemblies**

School assemblies are held periodically throughout the year. Proper conduct of students is very important at each program. Students will be assigned seating areas in the gym for assemblies. Misbehavior during an assembly will result in removal from the assembly.

### **Athletic Participation Guidelines for 6th, 7th, and 8th Grades (6th Grades excluded from football)**

Student-Athletes must have:

- Current sports physical on file
- Proof of insurance coverage
- Concussion requirements met
- Student/Parent Authorization to participate in a sport on file
- Passed 3 of 4 core subjects (Math, SS, Science and ELA) in the previous semester and meet LEA promotion standards
- 85% attendance in previous semester
- Cannot quit one sport to participate in another during the same season
- OSS – SCS policy
- ISS – SCS policy

### **Attendance Incentive Program**

Student attendance is a major focus at CMS. Students who violate the attendance policy will be referred to the Surry County Schools Student Success Coach. Please refer to the Surry County Schools Attendance Policy.

### **Awards**

During the last week of school, an Awards Day will be held to recognize those students who have excelled in the following areas:

- “A” Honor Roll
- All Grade Levels Academic (Highest team avg.)
- Choral/Band
- Duke TIP/SAT
- Battle of the Books
- MathCounts
- Perfect Attendance
- Spelling Bee/Geography Bee
- Science Fair
- Visual Arts
- Student Council

### **Behavior Notices**

At CMS, we are committed to keeping you informed regarding your student when behavior concerns arise. If your student misbehaves in school or on the school bus, then he/she will receive an MIR (Minor Incident Report). MIRs are part of our Positive Behavior Intervention System (PBIS) for disciplinary infractions that are NOT a major problem behavior or disruption to the learning process. The teacher or staff member that issues the MIR will send home the actual MIR slip to be returned with a parent signature. MIRs are cumulative during each nine week grading period. Each student will begin a new grading period with no MIRs. The following schedule is to be followed for parent notification and documentation of MIRs:

- o 1<sup>st</sup> MIR Teacher Discussion and Parent contact by Phone or email
- o 3<sup>rd</sup> MIR (cumulative) Conference with Team Teachers and Parent is contact by Phone or Email
- o 4<sup>th</sup> MIR (cumulative) Office Discipline Referral (ODR) – Conference with Student, Team Teachers and Administration

### **Book Bags**

Due to increased enrollment, rolling book bags will not be allowed at CMS. The safety of our students and staff is paramount to maintaining an appropriate learning environment for all.

### **Bus Guidelines and Regulations**

Refer to the Middle School Student/Parent Handbook. CMS will comply with all the rules and regulations regarding discipline as stated. It is our goal to maintain a safe and orderly environment for all our students and staff members.

### **Car Riders**

The car loop in front of the school is the **only** designated area to drop off and pick up student car riders. Due to safety issues, you are not permitted to drop off or pick up students from the **main road** (Zephyr Road.), **bus entrance**, **rear parking area** or any other campus locations except the loop in front of the school. **Do not alter the traffic pattern in any form or fashion by moving cones, barriers, etc.**

### **Character Education and Bullying**

The Department of Public Instruction and the North Carolina Legislature have mandated Character Education and Bullying instruction. This has become an important part of everyday life at Central Middle School.

### **Class Offerings**

#### **> English Language Arts**

The purpose of English is to provide educational experiences that develop English Language Arts concepts and skills to promote academic excellence in writing and reading. The content will include, but not be limited to, the study of: literature, writing process, the application of reading, listening, speaking, spelling, grammar, critical thinking, study skills, and the application of language arts skills to daily life.

In order to be successful in Language Arts students must always be prepared for class with pencil, pen, notebook, the Student Planner, paper, and appropriate text. They must participate in classroom discussion and projects, as well as complete assignments in vocabulary, grammar, spelling, writing, and reading. **All students are required to participate in I-Ready for ELA.**

#### **> Math**

To be successful in Math it is important to be prepared for class by having a textbook, paper, pencils, eraser, ruler, notebook, calculator, workbook, and homework. It is necessary to show all work and not just answers. Study rules and procedures, and take notes when necessary. It is vital that students know the basic facts of addition, subtraction, multiplication and division. Being organized, doing all work, and studying for tests should produce success and help students to be successful at the next level of Mathematics. **All students are required to participate in IXL Math.**

#### **> Science**

The Science curriculum at Central Middle School is an integrated curriculum and is part of the End-of-Grade test. Students study a variety of subjects at each grade level with the idea that each year builds on the previous one. Each grade level has a Common Core and Essential Standards approved by the State

Department of Public Instruction. Included in the curriculum are drug education, health, and sex education. A Science Fair is held each year for any child who wishes to participate.

➤ **Social Studies**

Important geography concepts include The Five Themes of Geography: 1) Location, 2) Place, 3) Human-Environment Interaction, 4) Movement, and 5) Regions/Longitude, Latitude, Scale, Grid system and Projection. Important US history concepts include Democracy, Capitalism, Republic, Nationalism, Federalism, and The Constitution.

➤ **Encore**

Students will be assigned to Encore classes. These classes are Band, Chorus (by audition only), Exploring Career Decisions, GenYes, (PLTW) Computer Applications, Visual Arts, PE, Health and Wellness. Band students must provide their own instrument. Instruments can be purchased or rented. Contact our band instructor for purchase or rental information.

### **Clubs and Special Activities**

There are many opportunities for students to become involved in a variety of school-sponsored activities. We provide opportunities for students to achieve and demonstrate excellence in a variety of ways. Encourage your child to participate in clubs and other special activities!!

### **Combination Locks**

Students will be assigned a PE locker and combination lock. **You should never tell the combination to anyone or open any locker other than your own. No PERSONAL locks will be allowed on any locker.** It is the student's responsibility to reimburse the school for any lost or damaged locks. The cost per lock is \$6.00.

### **Communication with Parents**

We are committed to communicating with parents about their student's academic success and behavior at school. These are the ways in which we will communicate with parents throughout the year: teacher conferences, written notes, telephone calls, SchoolMessenger, Haiku, report cards, progress reports, and samples of students' work (portfolios). **We encourage you to get to know your student's teachers and to communicate with teachers by phone and email. Parents can find teacher emails on our the CMS website.**

Parents may use social media as a way to stay informed about the happenings at Central Middle School. Students, parents, and families can also follow updated events within our school by liking our Facebook page or following us on Twitter.

- Search CMS Hornets on Facebook or go to <https://www.facebook.com/Bring.The.Sting>
- Search CMS\_Hornets on Twitter or go to [https://twitter.com/CMS\\_Hornets](https://twitter.com/CMS_Hornets)

### **Conduct in the Hall**

Students need to be aware that classes are in session throughout the building. When classes change, please follow these procedures so disruptions will not occur:

- **Go directly** from class to class.
- Move in an orderly manner on the right-hand side of the hallway.
- Do not run or loiter (linger) in the halls.
- Absolutely no pushing, shoving, picking or scuffling.
- Keep your voice low.
- Avoid gathering in groups which block traffic.
- Planners/hall passes must be used when not traveling with a class.
- 6<sup>th</sup>/7<sup>th</sup> graders should not be on the 8<sup>th</sup> grade hallway.

### Dances

Dances will be held throughout the year for CMS students only. There will be a \$5 admission charged. Students are not allowed to attend a dance if the following infractions occur during that time period:

- ISS/OSS
- Office Referral
- 8 or more unexcused tardies and/or early dismissals
- More than 2 unexcused absences
- **Lunch Charges and other fees owed to the school**
- Other offenses as determined by the administration

**\*Students will not be allowed to attend dances if they owe money for lunch charges, pictures, etc.**

**Students must be picked up promptly at 5:00 PM or they will not be allowed to attend the next dance.**

### Field Trips

Throughout the school year there may be field trips related to instruction or to reward students through our PBIS rewards system. These activities are a privilege, and students should feel fortunate to participate in them. Students who have experienced behavior problems, attendance problems, and/or have not used appropriate study habits may be restricted from participating in field trips. Students are not allowed to attend a PBIS field trip if the following infractions occur during a grading period:

- ISS/OSS
- Office Referral
- 8 or more unexcused tardies and/or early dismissals
- More than 2 unexcused absences
- Other offenses as determined by administration.

Students are expected to be on their best behavior and follow all rules and regulations of Central Middle School and Surry County Schools. **Students will not be allowed to go on field trips without a signed SCS permission form from a parent or guardian.** Telephone authorization from the parent or guardian is **not** sufficient permission for a student to be allowed to go on a field trip. Permission forms must be returned to school on time.

### Grading Scale

Surry County Schools has a 10-point grading scale. Grades are as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **Fundraising**

No outside fundraising is allowed. Fundraising that involves students must have school board approval prior to the fundraising activity. At this time, only school sponsored fundraising activities are authorized.

### **Gift Deliveries**

Students who receive balloons or flowers in glass containers will not be allowed to carry these items on the bus. This creates an unsafe situation and will not be permitted. **Central Middle School does not allow deliveries on Valentine's Day due to the disruption this causes to the school day and the time required by the office staff to deliver them.**

### **Health Services**

Central Middle School has a nurse available on a limited basis (usually 3 days per week). Students must have permission to come to the nurse's office. (See the Middle School Student/Parent Handbook for medication guidelines.)

### **Homework/Classwork**

All students are expected to complete homework and class assignments. **Silent lunch detention may be assigned for failing to complete homework or assignments in class.** If your student is having difficulty with homework, please notify the teacher.

### **Laptops**

Central Middle School and Surry County Schools are committed to educating all students to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in the 21<sup>st</sup> Century. The Laptop Project for One-to-One Computing will provide an equitable opportunity for all students to experience a technology-rich learning environment and to ensure that our graduates are prepared for the workplace and life. Understanding and adhering to the laptop policies and procedures is necessary for the success of the program. These policies and procedures will be provided and explained to students and parents at the start of each school year and/or when laptops are distributed. If you have questions or concerns, please talk to your student's teacher or call the school.

### **PBIS Team Rallies**

Each nine weeks academic teams will hold a team rally. Students will receive recognition for attendance, outstanding academics, demonstration of CARE qualities, and other recognition as determined by the team.

### **School/Athletic Boosters**

School/Athletic Boosters is an organization for parents, faculty and students. The purpose of the organization is to sponsor projects and programs for all departments, including athletics, as well as to provide an opportunity for parents to become actively involved in our school. Meetings will be held the first Monday of the month throughout the year unless otherwise communicated.

### **School Hours**

Students' school hours are 8:00 AM until 3:05 PM. Any student arriving before 8:00 AM **must report directly to their designated area**. Students should not go to lockers, classrooms, or any other area of the campus until the bell rings, **NO EXCEPTIONS**. **The 8:05 AM tardy bell will signal the beginning of class.** Only those students participating in approved after-school activities may remain on campus after 3:05 pm. All school rules apply while a student is on campus at anytime. Students who fail to follow the rules and guidelines will be subject to disciplinary action.

### **School Messenger**

SchoolMessenger will be our new student notification system. Please be sure we have correct phone numbers so that you get important message about your student and school events. We want you to get the information! As you receive these messages, please pay particular attention to the message and follow the options given if you do not get all the information the first time you listen to the message.

### **Sports Awards**

Each season various sports awards will be given. Although coaches have some discretion in changing the awards to meet the needs of their particular sport, the following are usual examples of seasonal awards:

- Academic Award – highest academic average
- Coach's Award – selected by coach for leadership, sportsmanship and other attributes
- Team Leader (MVP) – selected by players or coaches for outstanding contribution to the team
- Most Improved – player who exhibited the most improvement over the season

### **Tardiness**

All attendance records at each Surry County School are kept on a computerized system. Any student arriving after 8:05 AM must sign-in at the front office. **This is recorded as a tardy. Excessive unexcused tardies or unexcused early dismissals can result in ISS, and/or lost privileges, such as dances, field trips, etc. as determined by administration.** The front office will give the student a slip for admittance to class. The only exception is for a late bus arrival.

### **Telephone**

Students must have written permission from their **teacher** to come to the front office **only** for phone calls with the exception of sports-related calls can be made from the coach's office. Students who receive phone calls at school will not be called from class, except in an **extreme emergency**. Messages are given to students before/during afternoon announcements. Parents need to call the school **before** 2:00 PM to leave messages for students.

## **CODE OF STUDENT CONDUCT Central Middle School DISCIPLINE PLAN**

### **Student Information and Responsibilities**

Student responsibilities are outlined in the Middle School Student Planner. The following disciplinary consequences should be considered guidelines to maintaining a safe and orderly school environment. These consequences are progressive in nature. Repeated violations of the rules will yield stricter penalties. Any staff member has the right to discipline a student who is not exhibiting proper behavior in school, regardless of grade level. Students who have a record of not following school rules or who exhibit behavior that does not reflect the standard of the school and/or community may not be



allowed to participate in certain activities. Participation in school activities depends on good citizenship. Students should behave in a manner that will be a credit to our school.

Students are in school to develop physically, emotionally, socially, and intellectually to their fullest potential. Involvement in class work and activities at Central Middle School enables a student to grow as a person. Therefore, it is extremely important that students take advantage of all opportunities for learning offered at CMS. Parent contact will be made per the Team Plan. Disciplinary consequences may include but are not limited to the following:

### **In-School Suspension (ISS)**

During ISS, students will not attend any other class or activity. This may include, but is not limited to, dances and sporting events. The student is required to do all work assigned for the day. Students will complete work provided by the teacher or remedial work assigned by the ISS supervisor.

The ISS room has very strict rules and any infraction will result in additional ISS time or possibly OSS. Students should report to ISS after SWARM with **ALL NECESSARY WORK AND MATERIALS**. Students will have an opportunity to turn work in that was missed while in ISS. ISS students may be assigned duties as part of school and community service activities.

Students who arrive late to ISS or that do not have appropriate materials may be assigned additional days of ISS or be suspended from school. Parent signatures will be verified and phone contacts made, if necessary. After ISS it is the student's responsibility to turn in any and all work completed and to check with each teacher for any missed assignments while in ISS.

### **Independent Study Time (IST)**

IST is an alternative placement for inappropriate behavior in a class period. A student who continually misbehaves and disrupts the teaching process and the learning environment for other students may be immediately placed in IST. A database will be kept of time spent in IST. Parents will be contacted and a note will be sent home after each conduct assignment.

### **Silent Lunch**

Students may be assigned silent lunch for inappropriate behavior.

### **Behavioral Contract**

Once a student has repeatedly violated school rules and has been through the CMS progressive discipline plan, he/she may be placed on a behavioral contract. This will be initiated by the Administration after conferring with the Superintendent of Surry County Schools. Once placed on the contract, a student will be placed on Out-of-School Suspension for any subsequent referrals to the school administrative office.

### **Alternative Learning Program (ALP)**

This program is offered in each school. It is designed to be a **strict** learning environment to benefit individual students who are having academic, social, or behavioral difficulties in the regular classroom setting.

### **Out-of-School Suspension (OSS)**

A student on Out-of-School Suspension (OSS) is not permitted to be on school property from one to ten days. No classes or activities may be attended during the period of suspension. A suspended student may not represent the school in any way or under any circumstances. Any suspended student on any school campus while on Out-of-School Suspension may be subject to legal action. Parents will be notified of Out-of-School Suspension by phone call and/or letter given to the student. A letter will also be mailed directly to the home and to the Surry County Superintendent of Schools. Certain situations can also result in a juvenile petition being filed with Surry County Juvenile Services.

**Juvenile Petition**

A juvenile petition can be filed with Surry County Juvenile Services by the administration against any student that causes a dangerous situation at Central Middle School. These situations include continuous classroom disruptions, drugs and alcohol, weapons, fighting, threats, gang affiliations, or sexual harassment.

**Long-term Suspension (Expulsion)**

Upon recommendation of the Principal, the Superintendent can approve a long-term suspension. A long-term suspension is an Out-of-School Suspension of eleven or more days, not exceeding the time remaining in the school year. The Superintendent can also recommend expulsion. Expulsion is the denial of the privileges of attending school and participating in school-sponsored, school-related, and school-sanctioned activities for the balance of the school year. Long-term suspensions and/or expulsions may be appealed through a discipline committee, the School Board, and the judicial system.

**Surry County School District Behavior Definitions**

**Minor Problem Behaviors (Classroom Managed)**

<b>Minor Problem Behaviors</b>	<b>Definition</b>	<b>Examples for Discussion</b>
Defiance/Disrespect/Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests.	Off Task Unprepared for Class
Disruption	Student engages in low-intensity, but inappropriate disruption	Talking after re-direction Out of assigned seat or area
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the	

	school/ district	
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	Social conversation with peers
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.	PDA (hugging, holding hands, kissing) Lying Forgery - situational Gang symbols
Physical Contact/Physical Aggression	Student engages in non-serious, but inappropriate physical contact.	Horseplay
Property Misuse	Student engages in low-intensity misuse of property.	Marking on desk Teacher or Peer property (inexpensive or replaceable or can be cleaned up)
Tardy	Student arrives at class after the bell (or signal that class has started) (1 and 2 times)	To class – 3 per 9 weeks (then becomes an ODR)
Technology Violation	Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera, and/or computer. Tier I	Cell Phone – 1 <sup>st</sup> offense warn and take phone until end of the day. Teachers need to send to the office. 2 <sup>nd</sup> offense – MIR and parent must pick up phone Laptop – charging (form included); Teachers need to send to the office. 1 <sup>st</sup> offense – warning 2 <sup>nd</sup> offense – keep for one night 3 <sup>rd</sup> offense – keep for two nights

### Major Problem Behaviors (Office Managed)

Major Problem Behaviors	Definition	Examples for Discussion
Abusive Language/Inappropriate Language /Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	
Arson	Student plans and/or participates in malicious burning of property	
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion	
Defiance/Disrespect/Insubordination/Non-compliance	Student engages in refusal to follow directions, talking back, and/or socially	

	rude interactions	
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes <b>sustained</b> loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	
Fighting	Student is involved in mutual participation in an incident involving physical violence.	
Forgery/Theft	Student is in possession of having passed on, or being responsible for removing someone else's property, or has signed a person's name without that person's permission.	
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang	
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.	
Inappropriate Display of Affection	Student engages in inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.	
Inappropriate Location/Out of Bounds Area	Student is in an area that is outside of school boundaries	Walking off Campus
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.	Lying – malicious intent Cheating – 2 <sup>nd</sup> Offense
Other Behavior	Student engages in problem behavior not listed	Pornography Physical Aggression – Intent to Injure
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair	

	pulling, scratching, etc.)	
Property Damage	Student participates in an activity that results in destruction or disfigurement of property	Vandalism
Skip Class	Student leaves or misses class without permission.	
Technology Violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or computer. Tier 2	Refer to Surry County Technology Violation Policy Included
Use/Possession of Alcohol	Student is in possession of or is using alcohol.	
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)	
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.	
Use/Possession of Tobacco	Student is in possession of or is using tobacco.	
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	

**Discipline Procedures: All rules, regulations, and consequences are in effect for all students at all school-sponsored events, including field trips, extracurricular activities, riding the bus to and from school, and while waiting at the bus stop. Listed consequences are used as guidelines and may be altered by the administration and/or staff depending upon the circumstances.**

### Student Dress Code

Parents are basically responsible for their child's dress and general appearance. The following has been adopted by **all Surry County Middle Schools as inappropriate attire or appearance (See Student Planner):**

- A. Clothing or attachments that are disruptive to the teaching process/learning process or are revealing, indecent, vulgar, racially offensive, obscene or unsafe
- B. Clothing that promotes alcoholic beverages, tobacco or the use of controlled substances by words or symbols or is disruptive in manner
- C. Hats, sweatbands, bandanas or sunglasses inside the school building
- D. Shorts, skirts and dresses shorter than mid-thigh – tip of student's finger with arm by side
- E. Shirts and blouses that do not cover the waist, midriff or go past the waistline

- F. Clothing that contains profanity, nudity, depicts violence, is sexual in nature by words or symbols, or could be offensive to others
- G. Clothing worn in such a manner that an undergarment is exposed to view or which is generally revealing in nature (*no holes, cuts, or tears above the knee which reveal skin*)
- H. Grooming accessories worn in the hair
- I. Skin-tight clothing such as athletic/dance/exercise attire (including camisoles and tank tops)
- J. Sports team uniforms that do not meet the dress code standards
- K. Footwear that may present a hazard to health and safety
- L. Disruptive or unsafe attire such as adornment, which is attached (pierced) to exposed body parts, unnatural hair coloring or excessive make-up
- M. No sleepwear of any kind
- N. No rolling tennis shoes or Heels

#### **Gang Affiliations**

- No gang-related symbols or activities
- No markings, handwriting or drawing on the body
- No bandanas
- No gang colors
- No gang signs or hand gestures
- No rolled up pant legs, etc.
- No other inappropriate attire or gang-related items

SWARM Teacher \_\_\_\_\_

I have read the 2017-2018 Central Middle School Student/Parent Handbook and understand the contents, specifically:

- Attendance Policy
- Tardiness/Early Dismissal
- Discipline

