

CURRITUCK COUNTY MIDDLE SCHOOL

2018-2019 STUDENT HANDBOOK

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Home of the Raiders!

Principal: Mrs. Michelle Cowan

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STUDENT GUIDELINES AND PROCEDURES

STUDENT RESPONSIBILITIES

We at CCMS recognize our responsibility to provide each student an opportunity to get an education in an environment that is conducive to learning. CCMS students share this responsibility. CCMS students are expected to conduct themselves as ladies and gentlemen and to respect the right of others to get an education as well as the right of the staff to provide for that educational opportunity. Those who do not accept the responsibility will be dealt with fairly and firmly in order to protect the rights of all of the members of the CCMS family.

While this handbook could not possibly cover every situation, our number one rule: ***We will do what we are supposed to do when we are supposed to do it.***

Those who do not accept the responsibility will be dealt with fairly and firmly in order to protect the rights of all of the members of the CCMS family.

While this handbook could not possibly cover every situation, our number one rule: *"We will*

do what we are supposed to do when we are supposed to do it," does seem to cover how we should conduct ourselves.

GENERAL INFORMATION

Each grade level is assigned a hallway for core classes. Each hallway has restrooms designated for use by that grade level.

Front hall – 6th grade
Center hall – 7th grade
Back hall – 8th grade

ACADEMICS

In an effort to ensure that students are offered a comprehensive education, mathematics, English, science, and social studies courses are yearlong. It is our belief that students who receive a balanced curriculum and possess the knowledge, skills, and abilities to transfer and connect ideas and concepts across disciplines will be successful.

With the exception of band (which is yearlong), related arts classes are one semester in length.

Students will be promoted when they meet teacher, attendance, and testing standards. For more information, please refer to the *Student Accountability for Academic Achievement Policy* in the county handbook. For more subject specific information, refer to the curriculum brochure or contact your child's teacher(s).

Grading Scale

Currituck County Middle School operates on a nine weeks reporting system for grades. Parents are encouraged to go over their child's report card carefully and schedule conferences to discuss their child's academic progress.

The following scale is used for all instructional programs:

The instructional day for students begins at 7:55 a.m. and ends at 3:00.

A	90 - 100	Outstanding
B	80 - 89	Good Work
C	70 - 79	Average Work
D	60 - 69	Passing Work
F	Below 60	Failing

Honor Roll

To make the "**A**" **Honor Roll**, a student must maintain an average of at least **90 in every subject** for the grading period. To make the "**A/B**" **Honor Roll**, a student must maintain an average of at least **80 in every subject** for the grading period.

Progress Reports

Academic progress reports will be completed for each student after the first four and a half weeks of each grading period. Students are to take the reports home, have them signed by a parent/guardian, and return them to their teachers the next day.

Report Cards

Report cards will be issued at the end of each nine weeks. For the 1st and 3rd marking periods, report cards will be issued to parents during conference days. Please refer to the Currituck County Student/Parent handbook for dates. If a parent does not attend the conference day, the report card will be issued to the student no more than five days later.

ACTIVITIES

Students are encouraged to participate in the extracurricular activities offered at CCMS.

Student behavior while participating in school activities is governed by the CCMS Discipline Guidelines and Procedures. Students may be barred from participation in or attendance at any extracurricular activities because of inappropriate behavior. Students who are in

our Restricted Instructional Setting (RIS) or are on Out of School Suspension (OSS) are prohibited from participating in any extracurricular activities. This includes any activities on the last day served in RIS or on OSS.

A student who is absent from school on the day of an extracurricular event is not allowed to attend the activity.

Students who attend after school events such as athletic games, clubs etc must be picked up no later than 15 minutes after the conclusion of the event. After the 2nd time students are late being picked up, they will not be permitted to attend events for the remainder of that season.

AFTER SCHOOL TUTORING

Tutoring is arranged by the classroom teacher. When available, tutoring is offered from 3:05 – 4:40 pm. Students must have a permission slip to attend. Forms are available in the main office.

ATHLETICS

Sixth, seventh and eighth grade students may try out for the following interscholastic activities:

Baseball	Basketball
Cheerleading	Football
Golf	Soccer
Track & Field	Softball
Volleyball	Wrestling

Physical forms must be completed and returned before a student may try out for our scholastic activities. Physical forms may be obtained from the coaching staff, the school nurse, or the office. All eligibility standards, including academic and age, must be met. Athletes are representatives of the student body; therefore, **the highest levels of good sportsmanship and conduct are expected at all times.**

ATTENDANCE

To receive the maximum benefit from instruction and classroom participation, a child needs to come to school every day. A student must be counted present a minimum of 165 days* during the course of the school year in order to be considered for promotion to the next grade. **The minimum days may change due to pending legislation regarding the school calendar*

Parents are encouraged to leave their children in school all day. Doctor and other appointments should be scheduled outside school hours when possible.

If a child must be absent from school, the parent/guardian should provide the school with a written explanation for the child's absence within two days of the child's return to school.

It is the student's responsibility to obtain make up assignments, projects, or tests missed during the absence.

ARRIVAL

Students should arrive at school no earlier than 7:35 a.m. and no later than 7:55 a.m. Students who eat breakfast at school will be allowed to report to the cafeteria area at 7:35 a.m.

Students who arrive after 8:00 a.m. must report directly to the main office and sign-in before going to class. A parent/guardian should accompany the student to the main office or provide a written note of explanation.

In the event of a late bus, an announcement will be made to admit students to class.

DISMISSAL

All students leaving school shall adhere to the following:

1. Students who leave early must be signed out through the main office by a parent/guardian. **Students should not be checked out unless it is an emergency.**
2. If a child must leave school early, and someone other than the parent/guardian is

going to check them out, the child must bring a note, including a phone number for verification, signed by the parent/guardian granting permission for that check out. All students must be checked out at the office.

3. Students who become ill during the day must see the school nurse. The nurse or office staff will notify the student's parent. The student will be dismissed from the office.
4. Students who ride buses are to leave class on the dismissal bell, go to their lockers, and proceed quickly to the buses. The buses will not wait; students are expected to get to the buses as quickly as possible.
5. Students who wish to ride an alternate bus for any reason must have a written note of explanation signed by a parent/guardian and have the approval of the principal or assistant principal. The note must have the bus number and a telephone number for *(con't dismissal)* parent/guardian who can be reached to verify the note. It should be noted that these requests may be denied due to the numbers on a bus or discipline issues. If the note cannot be verified, the request will not be honored. **The note should be turned in to the office upon arrival at school.**
6. Students transported by private vehicles are to be dropped off and picked up in front of the building. Students should be picked up immediately after school. **Prior to 3:00 p.m. students who are leaving by private vehicle must be signed out in the main office.**
7. **Parents/Guardians must submit a note to the administration if requesting their child to walk to the library, the high school, or any other destination.**

TARDY OR TRUANT STUDENTS

Students who are tardy to school must report to the office. Students who are tardy to school without parental or school consent or who do not attend school will be considered truant.

Truancy is a violation of both state and local law and is a serious offense. Continued truancy may result in legal action.

BULLYING/HARASSMENT

It is the policy of the Currituck County Schools to maintain learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students, or staff, through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, size, disability, marital status, or any other form of harassment or bullying.

Violations of this policy and procedure will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or building administrator.

CELL PHONES, IPODS, ETC.

SEE IT, HEAR IT, TAKE IT.

Cell phones are not permitted in classes or common areas during school hours. Students who arrive to school with a cell phone will be required to place it into their locker in a silent mode or turned completely off. Violations to this school policy will result in the following consequences:

1. First offense: Student will be asked to immediately turn off cell phone and staff member will allow student to return to their locker to put cell phone away. A minor incident will be recorded into Educator's Handbook to document the offense.
2. Second offense: Student will be sent to the office to turn cell phone over to office staff. Office or administrative staff will notify parent of the violation and cell phone will remain in school safe until parent picks phone up from the front office. A minor incident will be recorded into Educator's Handbook to document the offense.
3. Repeat Offenses: Same procedure as second offense but will also result in an Office Referral.

Students should never use personal electronic devices to photograph or video other students or staff members.

DANCES

Dances are held here at CCMS to provide supervised social experiences for our young people. Students must be in attendance at school on the day of the dance in order to attend.

Dances are for CCMS students only.

All school rules apply to dances (as with any other extracurricular activity), and the highest level of behavior is expected. Students who are in RIS or on OSS or who have been in RIS or on OSS in the previous month may not be allowed to attend the dances.

Parents, please pick up your children promptly at the conclusion of any extracurricular event. Students who are not picked up within 15 minutes of the end of a dance may not be allowed to attend the next dance.

CAFETERIA

All students are required to go to lunch at their assigned time.

Students may buy lunch or bring it from home. Extra items may be purchased in the cafeteria.

Glass containers are not allowed. In addition, only the food or beverage to be consumed by the student during their designated lunch period should be brought to school; all other food or drink is not allowed.

(con't cafeteria) All food must be consumed within the cafeteria. Students may not take food or drinks out of the cafeteria. Students are responsible for keeping the cafeteria clean. Tables are to be left clean and all trash, trays, and eating utensils are to be cared for properly. Students are to remain in assigned areas until directed to leave by the supervising staff.

Free and reduced price breakfast and lunch programs are available. Students may obtain application forms from homeroom teachers or the office.

Students should pay for food each day or maintain a positive balance on their account.

Students will not be allowed to amass a negative balance.

BREAKFAST

All Grades: \$1.25

--Reduced Breakfast (all grades): free

Lunch

K-5th Grade: \$2.75

6th -12th grade: \$3.00

--Reduced Lunch (all grades): \$0.40

Milk (additional or purchased separately):

1/2 pint = \$0.75

** Effective 8/27/2018*

GUIDANCE

Guidance services are provided for all students. Students may visit a counselor before school or by scheduling an appointment.

GIFTS/PARTIES

Outside deliveries of gifts for students, such as flowers, balloon bouquets, etc., will not be accepted. Except as a school sanctioned reward, parties are prohibited.

DRESS CODE

Students must adhere to the Currituck County Schools' Dress Code. Students shall not wear anything that is indecent or disruptive to the educational process, including but not limited to displays of drug(s) paraphernalia, alcohol or tobacco and/or advertisements, profane language, hate messages, vulgar statements, death/suicide or violent messages, indications of harm to humans or animals, advocates or promotes intolerance, indicates gang violence/membership, sexual innuendo and wearing of hats/head coverings of any kind, except for approved religious reasons.

- Clothing should cover undergarments, the entire back and torso, including cleavage, midribs, and buttocks. Halter tops and tank tops (male and female) are not acceptable. Sleeveless tops must have a two inch shoulder strap.

- Dresses, skirts and shorts must be no shorter than mid-thigh. Pants must be worn at the waist with no sagging or excessively tight fit.
- Jeans/pants should not have holes/frays that allow skin to be exposed above mid-thigh.
- Leggings/"Jeggings", or pants, or shorts made out of spandex/ stretch material must be worn under tops/tunics that cover to mid-thigh (meets fingertip test).
- Make-up: No face painting or excessively distracting makeup is allowed. Application of makeup during class is not allowed.
- Students are not permitted to wear or display any gang symbols: Bandannas, badges, signs, lettering, hairdos, backpacks, gym bags, or personal adornment.
- Jewelry that has the potential to harm others is not permitted. Certain courses and athletic activities may require removal of jewelry for safety purposes.
- Students are not permitted to wear pajamas/pajama pants to school.

The principal/ designee has the right to request that a student not wear an article of clothing that is indecent or disruptive to the educational process.

EMERGENCY DRILLS

Fire Drills

As required by law, fire drills will occur regularly. The signal for a fire emergency is a continuous sounding of the emergency horn. Upon hearing the signal, students are to form a single line and leave the building by the prescribed evacuation route quickly and quietly. A fire emergency evacuation chart, showing the appropriate evacuation route, is posted near the door of every room. Students are not to talk during a fire drill and are to immediately obey staff members' instructions.

Tornado Drills

The signal for a tornado warning is a continuous ringing of the school bells. Upon hearing the signal, students and staff are to quickly and quietly go to their assigned areas

as designated by the tornado emergency chart also located near the door of each room. Once in the proper area, students will be asked to assume a protective posture:

1. Kneel on the floor facing the wall.
2. Cover your head with your arms and put your head down toward your knees.
3. Remain quiet and orderly.
4. Follow all instructions given by staff members.

FUND-RAISING

Any fund-raising activity shall have prior approval of the principal and be supervised by an authorized staff member. Students are allowed to engage in the sale of items only if it is a school fundraiser. Engaging in a non-school fundraiser is prohibited. Students who violate this regulation should be reported to the office.

ILLNESS OR INJURY AT SCHOOL

Injured or ill students should ask for a pass from their teacher to see the school nurse. If it is determined that the student needs to go home, the child must be checked out through the office. All parents/guardians should have a current telephone number on file in the office in case a parent needs to be contacted.

IMMUNIZATION CERTIFICATE

North Carolina law requires all students in a public school in the state to have a Certificate of Adequate Immunization. This form may be obtained at the Health Department or from the child's personal physician. A student may be temporarily enrolled for up to thirty days without such certificate. A certificate must be presented by the thirtieth day or the student will be withdrawn from school as required by North Carolina law.

INSURANCE

The Currituck County Board of Education has purchased an accident insurance policy to

cover each student. This policy provides supplemental coverage for students who are insured under another plan and primary coverage for students who do not have insurance; however, it should be noted that this is strictly an accidental policy and does not provide for coverage for illnesses.

LOCKERS

Each student will be assigned a locker and provided a lock. Students are responsible for the locker, the lock, and anything placed in the locker. Students are not permitted to use personal locks. Students should keep the locker locked at all times. Lockers should not be regarded as "safe" places for valuables. If a student has a problem with their locker or lock, they should notify the office. Lockers are the property of the school system and may be opened and inspected or serviced without the student's permission. Periodic locker checks may be conducted during the course of the year to try to locate lost or stolen books, check for proper maintenance and upkeep of the locker, and the presence of any inappropriate or hazardous items or materials.

Sharing lockers, lock combinations, or entering another student's locker are violations of school regulations.

The fee for a lost or damaged lock is \$6.00.

LOST ITEMS

Students should not bring non-school related items including but not limited to cell phones, iPods, skateboards, electronic devices or extra money to school. Personal items brought to school will be the responsibility of the student. The staff will offer all due care, however, the school cannot be held responsible for the lost or stolen items.

Unmarked, abandoned clothing will be kept in the Lost and Found area. Because of limited space for storing, the abundance of clothing left

at school, all unclaimed articles will be given to a charitable organization about twice a month. Please label jackets and other clothing with your child's name and remind them daily to bring home all clothing.

MEDIA CENTER

Books, other than reference materials, may be checked out for two weeks. Students are limited to having two books checked out at any one time.

MEDICATION

Any student who is required to take medication during regular school hours should do so in compliance with the Currituck County Schools' Policy Number 4100. See the Currituck County Parent Handbook has the necessary form.

1. A physician shall provide written orders with the name of the drug, the dose, time interval when it is to be taken, and the diagnosis or reason the medicine is needed to the school nurse.
2. The parent or guardian shall provide a written request to the school nurse that Currituck County Schools comply with the physician's order.
3. Medication must be brought to school by a parent/guardian in an appropriately labeled container and immediately turned over to the nurse. All medications shall be kept in a locked cabinet in the nurse's office.

PERSONAL ITEMS

Students should not bring non-school related items including but not limited to cell phones, iPods, skateboards, electronic devices or extra money to school. Selling or giving away of such items is prohibited. CCMS is not responsible for any items that are lost or stolen. The principal and staff have the authority to

collect from students any item that is disruptive, dangerous, or inappropriate. Items taken away are kept until a parent comes to school for a conference or no later than the last day of school for the current school year.

PICTURES

Pictures of our students, clubs, organizations, and athletic teams will be taken. Individual school pictures will be taken on the following dates:

Fall: Sept. 6th
Makeup: Nov. 13th
Spring: TBD

Sports Pictures:
Fall: TBD
Winter: TBD
Spring: TBD

RAIDER RULES

1. At all times follow the Raider Oath:
We will do what we are supposed to do when we are supposed to do it.
This includes:
 - Be responsible.
 - Be respectful.
 - Be kind and safe.
 - Follow all school rules and procedures.
2. Book-bags may not be taken to classes except to take clothes to gym for physical education. **PE clothing may be carried to classrooms in a string bag.**
3. Chewing gum is not allowed.
4. Food and/or drinks are not permitted in classrooms. **The exception is students who have a note from a physician allowing a water bottle during the day.** Water must be kept in original commercial packaging with a lid in tact. Personal water bottles are not permitted.
4. Students are encouraged to discuss with staff members incidents that interfere with

their education and welfare, including threats, harassment, or bullying.

TELEPHONE

Use of the telephone in the office is limited to emergency and school business calls. Students will not be allowed to make calls from the office for permission to attend parties, to arrange for non-school related affairs, stay after school for activities, etc.

WITHDRAWALS

VISITORS

We welcome parents and members of the community to visit our school. All visitors must check in at the main office upon arrival and register with Lobby Guard.

Parents/Guardians are encouraged to make appointments with staff members. Visitors are not to interrupt classroom instruction.

Students are not allowed to have visitors accompany them to class or to attend CCMS dances. check in at the main office upon arrival and register with Lobby Guard.

The school should be notified at least two days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the guidance office. All textbooks, library books, lunch payments, chromebook fees and fines must be cleared before a student may receive a transfer record to another school.

CURRITUCK COUNTY MIDDLE SCHOOL DISCIPLINE GUIDELINES AND PROCEDURES

CCMS students are held to the highest expectations for behavior!

- ◆ Classroom discipline is primarily managed by staff members. However when corrective actions taken by staff members does not produce a positive resolve, the students will receive an office referral. The principal or designee will take appropriate action.
- ◆ Students are reminded that all school personnel are responsible for monitoring student behavior.
- ◆ Students may not participate in any extracurricular activity on a day when they have had RIS.
- ◆ Students may not come on Currituck County Schools Property when they are serving OSS.
- ◆ Other undesirable or unacceptable behaviors not listed will be dealt with on a case-by-case basis by the administration as to the offense and consequence.

SCHOOL BUSES

Bus transportation to and from school is a privilege, not a right. For students to enjoy this privilege, their behavior must contribute to the safe operation of the bus and conform to the school and bus rules. The safety of Currituck County Middle School students is our highest priority in operating school buses. Each student passenger is expected to cooperate fully with the bus driver and all other school staff. Behavior that diminishes the safety of themselves or others will result in disciplinary action. Consequences for a major offence occurring on a bus can range from a bus suspension to a long-term suspension.

The following rules should be followed:

1. Get on and off the bus promptly through the appropriate door.
2. Bring onto the bus only those possessions that have been approved as necessary for your day in school.
3. Sit in your assigned seat, face the front of the bus, and keep your personal possessions and self in your assigned space while on the bus.

- Refusing to follow the driver's instructions
- Improper standing
- Distracting the driver
- Throwing objects
- Delaying the bus
- Horseplay
- Loud or boisterous behavior
- Food/drinks/gum
- Improper loading/unloading
- Using profanity
- Minor and major offenses as listed in this handbook

The following behaviors create safety hazards and are prohibited:

Disciplinary Action

The administration of Currituck County Middle School will review each discipline incident on a case-by-case basis. Consequences will vary depending upon the seriousness and frequency of the behavior(s).

Repeated violations of any school rule(s) may result in a more severe consequence than listed in this handbook.