

**Moyock Middle School**  
**Student Handbook**  
**2019-2020**

Welcome to Moyock Middle School! We are pleased that you are a member of our school family. We are all looking forward to a great and exciting school year!

This school handbook is designed to help answer questions you may have concerning the activities, procedures, and rules for the daily operations of Moyock Middle School. Please take some time to review the handbook so you will be fully aware of our school's policies and procedures.

Our goal at Moyock Middle School is to provide the best possible educational experience for all students. In order to achieve this task, it will take a collaborative effort between school staff, students, and parents. If you have questions or need further information regarding our school policies and procedures, please feel free to contact us.

Sincerely,

**Dr. Radke**  
Principal

**Mrs. Gorza**  
Assistant Principal

**MMS Mission:** Connecting with students, parents, staff, and community members, Moyock Middle will provide a safe, rigorous learning environment which will produce positive students ready to live and function in the 21<sup>st</sup> century.

**MMS Vision:** Achieving success through personal responsibility, meaningful collaboration, and positive choices.

**Moyock Middle School**  
**Honor Code**

Moyock Middle School takes pride in promoting and upholding academic honesty, integrity, and respect. At Moyock Middle School, we work to establish a community in which truth and integrity are a priority.

## **BULLDOG RULES**

- Be on time.
- Be prepared.
- Be respectful of others and self.
- Follow classroom rules and procedures.
- Bring book bags to school and put in locker. Use gym/string bags to take clothes for P.E.
- Report to a staff member anyone who interferes with your education.

## **STUDENT GUIDELINES AND PROCEDURES**

### **Student Responsibilities**

We at MMS recognize our responsibility to provide each student an opportunity to get an education in an environment that is conducive to learning. MMS students share this responsibility. MMS students are expected to conduct themselves in a responsible manner and to respect the rights of others. Students shall act and communicate in a respectful manner at all times to everyone.

## **STUDENT ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival:**

- Student drop off begins at **8:25**. Please use the carpool lane in the front parking lot for student drop off in the morning. Students should enter the building through the front doors by the main office and go directly to the cafeteria for breakfast or 6th grade-cafeteria; 7th & 8th grade go to the gym. At 8:40 students will be released to their homerooms
- Buses will begin unloading at 8:25. Students should enter the building through the doors by the cafeteria and go directly to the cafeteria for breakfast or 6th grade-cafeteria; 7th & 8th grade go to the gym. Breakfast will be served from 8:25-8:40. At 8:40 students will be released to go to their homerooms.
- Students are tardy at **8:45**. Car riders who arrive after 8:45 must report directly to the main office and sign-in before going to class.

## **Dismissal:**

- Students who leave before the 3:45 dismissal time must be signed out through the main office by a parent/guardian or the authorized person with whom they will be leaving. **The person who is picking up the student will be required to show photo to verify that this person is authorized to take the student off campus.**
- Parents should complete an authorization form and return it to the main office to give permission for their student to leave school with someone other than a parent/guardian.
- If a student must leave school early, and someone other than the parent/guardian is going to check them out at the office, the student 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.
- 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.
- Students who ride buses are to leave class on the dismissal bell, go to their lockers, and proceed quickly to the buses. Students are expected to get to the buses as quickly as possible.
- Students only have permission to ride the bus they are assigned. Students may not ride other buses without permission.
- Bikes must be kept in bike racks in the back of the building. **No skateboards are allowed on school property.**
- Car riders should exit and be picked up in front of the building. Students will wait on the sidewalk area until their ride pulls up to the front of the building. Students are expected to show appropriate conduct and follow all school rules while waiting for their ride. Students may only leave with their parent/guardian or designated persons.
- Anyone who is picking up the student after school should use the carpool lane.

## **ACADEMICS**

The academic schedule for the 2019-2020 school year will include the students taking core classes (language arts, math, science, and social studies) for the entire school year. Physical Education and other Related Arts classes will be offered every day and students will attend each of those classes for a semester with the exception of band which is a year-long course. Students may also take a NCVPS course as an elective (requires Principal and parent approval). In order to meet promotion standards, students are expected to meet teacher standards for all of their courses, meet attendance standards,

and meet end of grade and local testing standards. For more information, please refer to the Student Accountability for Achievement Policy in the county handbook. For more specific subject information, contact your child's teacher(s) or an administrator.

## **GRADING AND REPORTS**

### **Grading Scale**

Moyock 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. Parents are also encouraged to sign up for the Parent Portal to view their child's grades. The link is posted to the MMS webpage.

The following scale is used for all instructional programs in grades six through eight:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

### **Latework and Zeros**

Students should turn work in on the day assigned. Students who choose not to do so for any reason will be allowed another chance to turn in the assignment during lunch and learn or another teacher arranged work time for a reduced grade. After the second refusal to turn in the assignment, the student will receive an Academic referral to their assigned administrator.

**This does not pertain to students who are absent or who have special accommodations.**

### **Interim Reports**

Interim reports will be completed for each student after the first four and a half weeks of each grading period. Students are to take the progress reports home, have them signed by a parent/guardian, and return them to their teachers in a timely manner. Teachers will contact the parents directly of students who fail to return progress reports.

Progress reports will be issued on the following days:

- September 27th
- December 6th
- February 21st
- May 1st

## **Report Cards**

Report cards will be issued at the end of each nine weeks. Report cards will be issued on the following days:

- 1st Nine Weeks - **November 1st**
- 2nd Nine Weeks - **January 24th**
- 3rd Nine Weeks - **April 3rd**
- 4th Nine Weeks - **June 5th** report cards come home with students on the last day of school

## **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 and receive no unsatisfactory marks for conduct. To make the “**A/B**” **Honor Roll**, a student must maintain an average of at least **80 in every subject** for the grading period.

## **EXTRA CURRICULAR / AFTER SCHOOL ACTIVITIES**

Students are encouraged to participate in extracurricular activities offered at MMS. Student behavior while participating in school activities is governed by the MMS 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 during their assignment to RIS or OSS.

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

Students participating in extracurricular activities are required to report to their destination by **3:55**. All other students should be off campus by this time.

## ATHLETICS

For the 2019-2020 school year, **6th, 7th and 8th grade** students may try out for the following interscholastic activities. **Sixth graders may not try out for football.**

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

Insurance and physical forms, as well as a Permission for Treatment form must be completed and returned before a student may try out for one of these activities. Physical forms and Permission for Treatment forms may be obtained online at [www.rankonesport.com](http://www.rankonesport.com) All physicals must be updated yearly and turned in to the Athletic Director before beginning conditioning, along with the concussion form.

### Rules for Athletes

- Athletes are representatives of the student body; therefore, the highest levels of good sportsmanship and conduct are expected at all times.
- Athletes must maintain passing grades for each semester, meet attendance standards, and have a current physical form on file in the office. Student athletes are expected to make up any missed work due to leaving school early for a game.
- Athletes are required to follow the rules and expectations as set forth by the Athletic Handbook. A copy of the Athletic Handbook is provided for each parent at the sports meeting.

### Students who are attending Athletic Events as a Spectator

- Students are expected to follow school rules, and be good citizens when watching sporting events.
- **Students should be picked up within 15 minutes after a sporting event has ended. Students who are not picked up by that time may not be allowed to attend future sporting events.**

## SCHOOL CLUBS/ORGANIZATIONS

The following clubs/organizations are made available for students to participate, depending on grade level. Students who choose to participate in these school organizations are expected to demonstrate good behavior while participating as well as following the club/organization's rules and guidelines.

Future Farmers of America	Junior Beta Club	Teen Court	F.O.R. Club
Math 24	Science Olympiad	Future Business Leaders of America	

## **DANCES**

Dances are held quarterly to provide supervised social experiences for students.

**Dances are for MMS students only.**

All school rules (including student dress code) apply to dances and the highest level of behavior is expected. **Students who are in RIS or on OSS during the day of the event will not be allowed to attend.**

All students should be picked up promptly at the conclusion of the dance. Failure to be picked up in a timely manner may result in not being able to attend future after school events.

The sponsor of the event will set the admission for the dance.

## **ATTENDANCE**

- To receive the maximum benefit from instruction and classroom participation, a student needs to come to school every day.
- If your child is absent he or she needs to bring in a parent note regarding the absence.
- **It is the student's responsibility to ask the teacher to make up all assignments, projects, or tests missed during the absence.**
- **Students have 3 days to turn in work missed for a lawful absence.**

## **TARDY POLICY**

- Students who arrive to school by car after 8:45 are considered tardy and must sign in at the main office.
- Students are expected to arrive to each class on time.

## **CANCELLATION OR EARLY DISMISSAL OF SCHOOL**

In the event that school is cancelled, delayed, or dismissed early due to weather conditions, etc., information will be provided in the following ways.

- All Call Notification to parents (by phone and/or text)
- Information posted on Currituck County School district webpage
- Local radio and television stations

## ALTERNATE SCHEDULES

**1 Hour Delay** - Instructional hours - 9:45 - 3:45 -- Students should not arrive on campus prior to 9:25. There will be no supervision of students prior to 9:25.

**2 Hour Delay** – Instructional hours - 10:45 - 3:45 -- Students should not arrive on campus prior to 10:25. There will be no supervision of students prior to 10:25.

**3 Hour Delay** - Instructional hours - 11:45 - 3:45 -- Students should not arrive on campus prior to 11:25. There will be no supervision of students prior to 11:25.

**Early Release** – Instructional hours - 8:45-12:30 -- Car riders should be picked up from school by 12:40.

## CAFETERIA

- Breakfast and lunch are available in the cafeteria daily. Students may purchase lunch from the cafeteria or bring one from home. Extra food items may be purchased from the cafeteria as well.
- Free and reduced breakfast/lunch prices are available to students who qualify. **A lunch application must be completed each year (one application per family) and submitted to the Child Nutrition Department for approval.** Lunch applications may be submitted at any time throughout the school year. We are happy to help you complete your application if you need assistance.
- **Glass containers of any kind are prohibited.**
- **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 teachers. Teachers will escort students to the cafeteria and then pick students up at dismissal. Drinks may be purchased from the cafeteria during breakfast and lunch only.

### BREAKFAST

**All Grades: \$1.25**

**--Reduced Breakfast (all grades): Free**

### Lunch

**6th -12th grade: \$3.00**

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

**Milk (additional or purchased separately): 1/2 pint = \$0.75**



### **Cell Phones and Other Electronic Devices**

- Cell phones and other personal electronic devices are not to be used during the school day. A phone is provided in the main office for student use during school hours. **If a staff member sees or hears a cell phone or any other electronic device they will confiscate it.** Failure to give up cell phones/electronic devices when directed will be considered non-compliance with staff directions and can result in further disciplinary action. Staff may return the confiscated device to the student at the end of the school day or turn it into the main office. If the student complies appropriately, he/she will be able to pick up the device at the end of the school day on the first offense. If this becomes a continual issue with a student, it is then an issue of non-compliance with staff directions and further disciplinary actions will occur.
- MMS is not responsible for any damaged, lost, or stolen personal cell phones/electronic devices. Students are encouraged to leave these devices at home.
- Students are reminded that use of electronic resources (computers, network internet access) must be related to teacher-approved educational purposes. Bypassing, or attempting to bypass, network filters or security features is a violation. Student's computer activities are subject to monitoring. Students shall not have an expectation of privacy while using electronic information resources at school, or storing items in their school lockers. Violations may result in disciplinary consequences.

## **EMERGENCY DRILLS**

### **Fire Drills**

As required by law, fire drills will occur monthly. 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**

Students and staff practice in order to be prepared in the event of a tornado warning. 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 until signaled.

### **Lock Down Drills**

Students and staff prepare for emergency lock down situations. Upon hearing the announcement, students and staff are to report to the nearest classroom or secure area. Doors are to be locked and inside windows are to be covered. Necessary information will be posted on the door and outside windows. Teachers will communicate directly with a member of the administrative team and/or local law enforcement.

## **FUNDRAISERS**

Any school related fundraising activity shall have prior approval of the principal and be supervised by an authorized staff member. Engaging in a non-school fundraiser is not allowed on school campus. Selling any items on school campus that are not related to an approved school fundraiser is not allowed.

## **ILLNESS/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 main office. All parents/guardians should have a working local number on file in the office in case a student needs to go home.

## **STUDENT LOCKERS**

Each student will be assigned a locker and **will be required to purchase a school 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. 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 and entering another student's locker without permission are violations of school regulations.

Students will keep their purchased lock at the end of the school year for the next school year at MMS.

## **LIBRARY BOOKS/RESOURCES**

Books, other than reference materials, may be checked out for two weeks. Students may check out two books at one time. Students are expected to return library materials in the same condition as they were checked out and in a timely manner. Students will be expected to pay for lost or damaged library materials.

## **STUDENT MEDICATION**

Any student who is required to take a prescribed medication during regular school hours should do so in compliance with the Currituck County Schools' Policy Number 4100.

- 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.
- The parent or guardian shall provide a written request to the school nurse that Currituck County Schools comply with the physician's order.
- Medication shall be brought 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.
- **Students may not possess medications of any kind, including but not limited to aspirin, Midol, and vitamins.**

## **STUDENT DRESS CODE**

Students are required to follow the Currituck County Schools' Dress Code Policy Number 4316. The board prohibits any appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive to the learning environment;
- is overly provocative or obscene;
- endangers the health or safety of the student or others.

Prohibited apparel includes the following items:

- exposed undergarments of any type
- saggy pants that do not sit at the waist and expose underwear
- excessively short (applying the "fingertip" test) or tight garments (leggings, compression shorts/ pants must be paired with a shirt that covers the bottom and meets the "fingertip" test)
- bare midriff shirts on any gender
- strapless, spaghetti string straps, or halter/muscle style shirts (tank tops/sleeveless shirts must have a three finger wide shoulder minimum area)
- attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors
- head covering of any kind (there are exceptions for religious practice)
- see-through clothing that exposes skin or undergarments
- attire that is low cut and exposes cleavage or pectoral muscles
- any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups
- MMS reserves the right to address any and all new fashions that are not addressed in this section due to the fluidity of the fashion world

## **TELEPHONE**

Use of the telephone in the main office is limited to emergency and school business calls. Students will not be allowed to make calls from the office for permission to attend events, to arrange for non-school related activities, stay after school for activities, bring missing assignments or materials, etc. A note from the student's teacher is required in order to use the office telephone.

## **VISITORS**

We welcome parents and members of the community to visit our school. All visitors must check in at the main office. If visitors plan to go to other areas of the school building, they must sign in with our Lobby Guard system located in the main office. A picture I.D. is required. All visitors must sign out through the Lobby Guard system before leaving the building. Parents/Guardians/Community members are encouraged to volunteer in our school. Anyone interested in volunteering in the school should contact the school to get more information about our volunteer program.

## **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 rules. The safety of Moyock Middle School students is our highest priority in operating school buses. Each student passenger is expected to fully cooperate with the bus driver and all other school staff.

The following rules should be followed:

- Get on and off the bus promptly through the appropriate door.
- Bring onto the bus only those possessions that have been approved as necessary for your day in school.
- 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.

**The following behaviors create safety hazards and are prohibited:**

- Refusing to follow the driver's instructions
- Delaying the bus (Boarding or disembarking)
- Improper standing or moving from assigned seat
- Distracting the driver
- Throwing objects (in or out of the bus)
- Horseplay, loud or boisterous behavior
- Food/drinks/gum
- Improper loading/unloading
- Using profanity
- Possession/use of e-cigarettes or "vapes"
- Being disrespectful to student peers