

Principal's Corner

Dear Parents,

Welcome to the 2018-2019 school year! Our goals for this year are to provide effective instructional leadership, a safe and orderly environment, and high expectations for all students. The teachers at Luther Nick Jeralds Middle School are committed to your child's success. We encourage students to take responsibility for their learning, be respectful at all times, and have the mindset that they can be successful.

This handbook will help to communicate the expectations of all students, and we ask that you thoroughly read it to ensure compliance with all guidelines throughout the school year.

Joy L Williams, Principal

Mission Statement

The mission of Luther "Nick" Jeralds is to provide a safe, orderly, and caring environment to achieve academic success for tomorrow's challenges.

Belief Statement

"Excellence is an Expectation"

Parents Right to Know Statement

As required by the Elementary and Secondary Education Act (ESEA), Title I Part A, information is available at our school to include:

- The School Improvement Plan
- Qualifications of your child's teacher and /or teacher assistant
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County Schools District Improvement Plan
- Cumberland County Schools District Title I Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County Schools District and School Report Card

Please contact our school and we will be glad to provide you with information upon request.

School Hours

7:00 AM – 2: 40 PM

Supervision for students will be provided during the aforementioned hours only, except in cases of supervised extracurricular activities after school hours (i.e., sports, tutoring, etc.)

General Provisions-School Board Policy

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal/assistant principal to investigate fully the cases of students referred to his/her office for misbehavior, to ensure fair treatment of students and protection of their procedural and substantive rights, and to determine, what if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the administration. **All policies in the Cumberland County Schools Code of Conduct will be enforced.**

Student Expectations

1. Students will respect themselves and others at all times while at Luther Nick Jeralds Middle School.
2. All students will arrive on time to school and be prepared for class each day.
3. Students will keep hands, feet, and belongings to themselves.
4. There will be no eating, chewing gum, or drinking in the classroom setting unless otherwise approved by the administration.
5. **All students who attend Luther Nick Jeralds Middle School must follow all Cumberland County Schools Code of Conduct regulations, LNJMS school rules, and classroom rules.**

Student Planners/Inserts

This planner contains a one year supply of assignment sheets. Students are expected to record every assignment given by teachers. Parents are expected to check the assignments daily to ensure completion of assignments. This will encourage effective communication among the students, parents and teachers. A planner is provided to 6th grade students and if lost or stolen, a replacement planner must be purchased. 7th and 8th grade students will be given this insert for usage through the school year. **The planner/insert is designed to make students more responsible for their schoolwork and should be in their possession at all times.**

Arrival Procedures

All bus/car/bicycle riders, walkers, and students arriving by car must proceed to D-Commons using the sidewalk. Upon entering, please refrain from speaking loudly. Due to the brevity of time, students are not allowed to socialize. Students who are eating breakfast are to receive their "grab-and-go" breakfast and sit in the designated seating area. Students not eating are to sit in the bowl area until dismissal. Upon dismissal from the cafeteria, all students are to report to their lockers then to homeroom. **All students will remain in the cafeteria until time for dismissal to their homerooms. Locker times may adjusted by grade levels.**

Assemblies

During the school year, assembly programs are held for the benefit of the student body. The purpose of these assemblies is to broaden students' cultural scope and awareness. Each class will be assigned a specific area in the gymnasium or commons area for assemblies. Students must sit in the assigned area with their teachers during scheduled assemblies. When in an assembly for any purpose, students are to refrain from talking and displaying disorderly conduct. Students who misbehave during assembly programs will be asked to leave and be subject to disciplinary action.

Athletics - General Information

Sports participation is available only to 7th and 8th grade students. Each student must have a current physical on file, which is valid for one calendar year - Example: June 10, 2018-June 10, 2019. Students must have passed a minimum load of coursework during the last semester to be eligible for sports participation. Students are not allowed to miss more than 13.5 days in the previous semester to be eligible to play sports. Students are not allowed to participate with other athletic teams if they quit for any reason other than injury, academic performance, or disciplinary actions. Drinking, smoking, and possession or use of drugs will not be tolerated. **Depending on severity, students may receive game suspension(s), may be dismissed from the team, and/or suspended indefinitely from school. Athletes who are serving a suspension (ISS included) may NOT attend any practice or play in an athletic contest or attend as a spectator. Athletes must adhere to the attendance policy for participating in games, must be in school for ½ of school day.** Athletes must have insurance coverage by one of the following: school insurance, private insurance or be military dependent receiving medical benefits. There will be no practices on Saturdays, holidays, or vacation days. All participating students should be picked up immediately following the scheduled practice.

Student Rules for Athletic Events

- 1. Students are prohibited from attending and/or participating in athletic events while serving ISS or OSS.**
2. No individual musical instruments or noisemakers are allowed at athletic contests.
3. Students are to cheer "for" their team with the pep team and not against other teams.
4. Students are not to organize their own cheering section. Students are to cheer the school-approved cheers directed by the pep team.

5. Students are not to disrespect other players on teams.

6. Students are not to stomp on the bleachers during athletic contests.

7. When the game is over, students must exit the area in an orderly manner and leave the campus within 15 minutes of the athletic event's conclusion. Those waiting for rides should not wait near the visiting team's activity bus.

Note -These regulations apply to both home and away games. Students who persist in violating the above-mentioned policies will be asked to leave the school grounds and may be prohibited from attending future athletic contests.

Attendance (Absences)

It is the responsibility of the parent to make sure your child is at school and has a great attendance record. **Reasons for lawful absences are as follows:**

- **illness or injury**
- **quarantine**
- **death in the immediate family**
- **medical or dental appointments**
- **court or administrative proceedings**
- **religious observation**
- **deployment activity**
- **Educational opportunity (as approved by the principal prior to the absence.)**

The principal reserves the right to deny any absence that does not meet the requirements of the attendance policy.

Students who are absent for any reason must bring a note from home and present it to their teachers upon return to school. Homeroom teachers collect note(s) and maintain them in a file.

All notes should contain the following information:

- Date note is written.**
- Exact date(s) absences(s) occurred**
- Exact and specific reason for absences(s).**
- Signature of parent or guardian.**

Students will be allowed to make up missing work within 5 school days upon returning to school.

Parents of students missing more than 10 days will be required to meet with school administration and the school social worker.

Books

Textbooks are school and state property and should be treated accordingly. Textbooks are the responsibility of the students to whom they are assigned. Textbooks should not be left in the halls, on top of lockers, in the gym, or in the cafeteria. **Lost or damaged books fees must be collected before report cards are released.**

When books are lost or damaged, fines will be assessed. The following guidelines will be used in assessing the value of a lost book:

1. Students will be charged the full county replacement amount.
2. Prices vary according to each specific book, title, subject area, and grade level. Students, who transfer from one teacher to another, must return the book before leaving the class. The new teacher will issue the student another book.
3. If the student transfers to another school, the student should return all textbooks to the teachers who issued them to you.
4. When the classroom teachers issue students their textbooks, the textbooks become the total responsibility of the student. The same books issued must be returned at the close of the school year or the students must pay for them.

Borrowing

Students are strongly advised not to lend textbooks or personal belongings to classmates. More often than not, this results in confusion that could easily be avoided. Keep your possessions in a safe place. The school is not responsible for items that the students loan to others.

Book Bags

Book bags, athletic bags, beach bags, large purses or similar items may be used only for the purpose of transporting books, school-related materials, and authorized personal items to and from school.

Immediately upon the student's arrival to school, any book bags, athletic bags, or similar items must be placed in the pupil's locker. In the event a student should leave his/her bookbag in a classroom or other unsecured area, the school will not assume responsibility for lost/stolen items. School administrators have the authority to search book bags and lockers without prior notice.

Bus Conduct

Bus transportation is considered a privilege. Students who ride the bus are expected to conduct themselves in an orderly manner. **Students may only ride the bus they are assigned to and those students who misbehave on the school bus may be suspended from riding the bus for a short period of time or an indefinite period of time.** The school principal or assistant principal has the

1. Delaying the bus schedule.
 2. Fighting, using profanity, smoking, lighting matches or cigarette lighters, pushing and tripping.
 3. Refusing to obey instruction or established rules of school authorities or a bus driver while riding.
 4. Refusing to catch the bus at your assigned Cumberland County bus stop.
 5. Holding your arms, hands, head, or any other part of your body out of the bus windows or doors.
 6. Entering or leaving the bus through the emergency door or through windows. (These exits are used only in emergencies.)
 7. Leaving your seat before you reach your designated bus stops. (Your feet should remain on the floor at all times and not up on the seats.)
 8. Holding or saving seats: refusing to let others sit in unoccupied seats.
 9. Throwing objects (paper, trash, gum, or other items), liquids, etc. This also includes shooting rubber bands and/or paper hornets.
 10. Punching holes, tearing, cutting, writing or marking on or willfully damaging any interior or exterior part of the bus. (This is punishable by suspension and payment for damages.)
 11. Crossing the street at the rear of the bus when entering or leaving the bus. (Cross only in front of the bus at all times.)
 12. Having radios, iPods, mp3 players, CD players, or tape players on the bus which are a distraction to the driver and others.
 13. Possessing drinks in cans, bottles, or cartons on bus.
 14. Creating a disturbance by talking or singing too loudly, clapping hands, stomping feet, making excessive loud and distracting noises, or annoying others
 15. Eating, drinking, and/or littering on the bus.
 16. Having animals or pets of any kind on the bus.
 17. Possessing objects that will take up another student's seat, blocking the aisle, or obscuring the driver's vision.
- * Note- The Cumberland County Schools' policy on Search and Seizure extends to all students who ride the bus.**

1st Offense	5 day bus suspension
2nd Offense	10 day bus suspension
3rd Offense	20 day bus suspension
4th Offense	Bus suspension for the remainder of the school year

Cafeteria

Nutritious meals that include breakfast and lunch are served daily in the cafeteria. **No outside fast-food may be brought in to the cafeteria during the school day.** The school cafeteria is a vital part of the health program of the school. Students may purchase snack items from the cashier. However, these purchases must be made before the class takes their seats. In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Talking in a normal voice while in the cafeteria.
2. Keep the cafeteria lines orderly.
3. Place all food and eating utensils in the trash cans.
4. Refrain from taking food or beverages from the cafeteria.
5. Respect the authority of all adults.
6. Do not cut lunch lines.
7. Do not save a place for other students.
8. Purchase one lunch at a time.
9. Eat in the area designated by teachers.
10. Do not leave the cafeteria until instructed by the teacher or administrator.
11. Remain in the designated seating area except when returning trays and trash.
12. Students who continually disregard cafeteria regulations will be required to consume meals in another area designated by teachers or administrators.

Change of Address

Inform your homeroom teacher and the office if you change your address or telephone number anytime during the school year. Please provide the appropriate paperwork to confirm address changes, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

Check-In

Students will be admitted into the school building at 7:00 AM. Students who walk and arrive at school after 7:30 AM must report directly to the office with a parent/guardian for a pass. If however, students are not accompanied by a parent/guardian, the tardiness is unexcused, and parents will be notified of unexcused tardies. A parental conference will be held when a student has accumulated excessive unexcused tardies. Students must be in school a minimum of 3 ½ hours to be counted present for the school day. A student checked in before 11:10 AM will be counted present for the school day.

Check-Out

Once students arrive on school campus during the school day, they become the responsibility of the school. Students who leave during the school day must have their parent/guardian sign them out through the front office. **Under no circumstance will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parent/guardian accompanying them. Identification will be necessary from the parent, guardian, or designated adult when checking out a student. The safety and welfare of our children are of utmost importance to us.** Student checkouts before 11:10 AM will be considered absent for the day. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout. **No checkouts will be allowed after 2:00 p.m. Instructional time does not end until 2:40 PM.**

Chewing Gum

Chewing Gum is prohibited at school since it presents teachers and custodial staff with the arduous task of removing gum from floors, walls, and seats.

Classroom Regulations

Teachers will establish their standards for individual classes; however, students are expected to abide by the following school rules.

1. Students are to bring all necessary materials to class.
2. All work assigned must be turned in promptly.
3. Students should not adjust windows, blinds, air conditioning, heat, or furniture without the teacher's permission.
4. Teachers may detain students after school with 48-hour notice being given to the student in written form. The detention form must be signed by the student to take home to his/her parent(s).
5. **Students may not use the classroom telephone.**
6. **Students may not use the classroom computer without the teacher's permission.**

PBIS Expectations

(Positive Behavior Intervention and Support Strategies)

We expect our students to "SOAR" The acronym SOAR stands for the following:

- S = Success**
O = Organization.
A = Accountability
R = Responsibility

Clubs, Competition Teams, and Organizations

The following clubs, student competition teams and organizations are available to students for membership and participation. Interested students should contact the club sponsor for requirements. Club sponsors and advisors will be announced through homeroom. Club meetings and practices may be held after school following the dismissal bell.

LNJMS Student Selected Clubs

Battle of the Books

Junior Beta Club

Forensics

Math Counts

Pep Squad

Science Olympiad

Show Choir

Spelling Bee

Jeralds G. E. M. S

Young Men of Distinction

Student Government Association

Quiz Bowl

Woodmen of the World Civic Oration Contest

Dress Code

School dress contributes to school atmosphere. A clean, neat, appropriately dressed student suggests that he/she respects himself in a way designed to win respect from others. Students are asked to purchase and wear their school grade level team shirts on intramural days, field trips and special program days. Students are advised to dress with good taste, and any student who arrives at school dressed inappropriately will be asked to change into appropriate attire. As you are aware, fads change; often; therefore, this policy will be updated as necessary.

The following applies to all students:

DRESS APPROPRIATELY.

1. Nothing will be worn that will be offensive to any race or sex, or which displays profanity in any form.
2. Sunglasses and hats are not to be worn in the building unless prescribed by a doctor. These will be confiscated if worn.
3. Shoes are to worn at all times in the building and on campus. **Bedtime slippers are not to be worn during the school hours. Additionally, bedtime clothing or any clothing that resembles bedroom attire is not permitted.**
4. Jeggings are permissible as long as consideration is taken for appropriate school dress. (This is subject to administrative action if not appropriate.)
5. Torn or ripped jeans/pants are not permitted when skin, flesh, or body parts are visible; leggings must be worn underneath to cover skin.
6. The body's midsection is to be fully clothed and A-line t-shirts are not to be worn without a shirt or jacket to cover.
7. Pants are not to sag below the hip area.

8. Blouses and tops should cover the shoulders and lower chest area.

9. Shorts or skirts should not be shorter than 2" above the knee.

10. Tank tops with straps less than 1" inch are not to be worn. Armholes must fit closely to armpits.

11. Hats, caps, scarves, bandannas, handkerchiefs, knit caps/hats or any type of head coverings are not to be worn in the school building. **Hooded sweatshirts (hoodies) are PROHIBITED in the building.** Students must place them in lockers during the day.

12. No spaghetti straps on dresses, shirts, or camisoles are permitted to be worn by female students unless covered with sweater or jacket.

13. Any other items deemed inappropriate by administration.

Emergency Information

Each student and his/her parent should make an effort to supply the school with accurate information on the Verification of Address Form pertinent to emergencies. This is only possible through the cooperation of all parents. Students can better be served if we have at least two phone numbers where one or both parents can be reached in case of an emergency. Students should have a personal knowledge of their parents' place of employment.

Fire Drills

Fire drills will be conducted each school month. When the signal is given, everyone must clear the building by the prescribed fire route as orderly and quickly as possible. The teacher will give the students' instructions, and an orderly evacuation of the building is required. **Students are reminded that anyone caught tampering with a fire alarm will be charged with a violation of state law.**

Food

All food items brought to school will be consumed in the cafeteria during the lunch hours. The consumption of food or drink items will not be permitted in the classroom, hall, and restrooms. **Food items are not to be sold by school and students during school hours.** No drinks or drink bottles that have been previously opened are permitted in the building. Students cannot receive food from restaurants during the school day.

Financial

No refunds will be given for any field trips. Lost textbooks paid for with an original yellow receipt will be the only refunds given. Checks will only be taken with a driver's license number, address and current phone number written on the check.

Grading Scale

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	Below 59	Unsatisfactory

Guidance Department

Luther Nick Jeralds Middle School provides guidance services for the benefit of the student body. These services are intended to help students demonstrate a positive attitude toward self and others, gain career and life-planning skills, as well as developing responsible social skills.

Luther Nick Jeralds Middle School also has a Social Worker, whose main function is to identify and assist in removing barriers to learning, while promoting wellness and student success.

Hall Passes

Each student is required to carry a hall pass when moving throughout the building during classes. Failure to have a hall pass will result in immediate disciplinary action. **Also, please keep in mind that our school has a 10/10 rule. Students are not permitted to depart the classroom the first ten minutes of the period or the last ten minutes of the period. The guidance department adheres to this rule in seeing all students.**

Use of Restrooms

Students will only be given permission to use the restroom during class in case of emergency. We enforce this policy for the protection of class time. Students have five minutes between classes to take care of personal needs. If a student has a medical issue that requires frequent restroom breaks, a copy of a doctor's note must be on file in the front office.

Health Room

Students who are too sick to remain in class will be required to call parents to pick them up. Any student too sick to remain in class is too sick to remain at school. Health room admittance will be for emergencies only. Students will only be allowed to remain there for one class period. Absolutely no school personnel will dispense over-the-counter medication, including aspirin. Students on medication prescribed by a doctor may leave their medicine in the office to be taken under the supervision of school personnel and requires the appropriate Cumberland County Schools paperwork on file at the school.

Homework

Teachers have been strongly encouraged to assign homework each school day. Research proves that homework increases the probability of learning and retention. Homework is directly correlated with achievement and is considered an essential part of the student's learning. If a student is not engaged in homework activities, the parent is encouraged to contact the teacher. **Please access individual teachers' online (including Edmodo, Google Classroom, etc) sites for homework.**

Lockers

Homeroom teachers will assign lockers. They are **MANDATORY** for LNJMS students. Students are responsible for maintaining their locker. **Locks issued by the school are required for the lockers.** Upon purchase, the lock becomes your personal property. **The cost of a school lock is \$6.00, used locks are \$3.00.** Students should have locks purchased by the 10th day of school. School personnel remind students that their lockers are state property and may be subject to inspection at any time. **Students are not allowed to mark on school lockers or place any decal or sticker on their lockers. Do not leave food in your lockers overnight.** Valuables such as band instruments, personal property, etc., should never be left in your locker overnight. **Students are not allowed to share lockers. The school accepts no responsibility for personal property left in the lockers. Do not put your items in a locker that is not assigned to you.**

Lost and Found

Students who find lost articles are asked to take them to the main office where the owner can claim them. Please do what you would desire others to do for you. All items must be picked up by June 7, 2019.

Loitering

Students are not permitted to loiter on school property after school, before school, or on non-school days. Students are not to be on the school campus after 2:45 PM unless involved in extracurricular or sports activities. **Students are discouraged from arriving to school before 7:00 AM and remaining after 2:55 PM due to lack of supervision**

Make-up Work

Once missed, classroom discussions, programs, and any group instructions can never be completely recovered or made up. However, students are allowed to make up their work when they have missed school for an illness or emergency, or another reason that is classified under the Board of Education Attendance Policy. Immediately upon their return to school, students should ask their teachers for detailed assignments covering the work missed and arrange to complete such make-up promptly. Except in cases of prolonged illness, make-up work must be completed within five (5) days after a student returns to school. The burden of responsibility for completing make-up work rests entirely upon the student.

If students are suspended from school, they will not be assigned work during the suspension. If they wish to make up work for the days missed (and we strongly encourage this), it is their responsibility to obtain makeup work.

Media Center

Luther Nick Jeralds Middle School offers a variety of media services to the students. Books, magazines, and audiovisual materials are available to the student in order to make learning more relevant. To ensure an efficient media system, certain rules and regulations must be adhered to in the Media Center:

1. When students are using the Media Center, they are under the direct supervision of the school media coordinators and must adhere to their rules and regulations unless they are with the regular teacher.
2. All students entering the Media Center must have a pass unless they are with the entire class.
3. Passes must be signed upon entering the Media Center by one of the media center personnel (coordinator, clerk, or assistants).
4. When studying in the Media Center, students are to work quietly the entire time.
5. Individual students and small group members will return to class before the end of the period. Upon leaving the Media Center, retrieve your pass, have it signed, and report directly back to the classroom.

6. Items checked out from the Media Center are the responsibility of the student who checked them out. Overdue fines will be ten cents per school day. Students must pay for lost books and other materials. Failure to return media materials will result in suspension of media privileges until the book(s) or materials are returned or paid in full. Media fines will be collected at the end of each grading period.

7. Use of audiovisual materials will only be allowed under guidance of media center staff with cooperation of the classroom teacher.

8. Internet use may not be abused while in the Media Center.

9. Remember that the use of your school's Media Center is a privilege. Do not abuse it.

Non-Educational Items at School

Unauthorized electronic devices such as MP3 players, pagers, electronic games, cell phones, iPods, PSP's, cameras, and other similar items are not allowed on school campus unless being used for instruction by teachers. Students are not permitted to take pictures or videos unless approved by the principal. Unauthorized use of such devices while on school property will result in confiscation of the device and potential administrative action. **The item may be picked up in the front office by the parent/guardian only between the hours of 2:45-3:30pm. After the THIRD confiscation, the item will be kept until the end of the school year.** The school assumes no responsibility for lost, stolen, or damaged property.

Off-limits Areas

The following areas are off limits to students during the school day:

- Bus parking lot
- Faculty parking lot
- Football field (except when supervised)
- Area behind the gym
- Faculty lounge
- Basement area (except when supervised)
- Stage area
- All surrounding off-campus property
- Upstairs pods
- Wooded area surrounding the school

Over-Familiarity

Students should not engage in over-familiar actions in any relationships. This includes but is not limited to hand holding, kissing, and embracing. Such actions will result in disciplinary measures and a parental conference.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or the principal, by telephoning the school office (910-822-2570). We request that all conferences be made during a teacher's planning period or at a scheduled appointment time. Please allow the school sufficient time to set up conferences.

PE Dress & Grade Requirements

Students must dress out in proper attire for class. "Dressing-out" means changing from your school clothes into appropriate clothing for physical activity and changing back into your school clothes after class. To be successful in physical education class, it is imperative that you dress-out and participate in each class. **The appropriate PE uniform is a clean white t-shirt, athletic shorts, sweat pants or jogging pants (permitted during the cold weather) and rubber soled tennis shoes. All other inappropriate items will not be allowed.**

Each student will start each nine-weeks grading period with a 100 or A+ average. If the student dresses-out and actively participates in physical education class, the A+ or 100 will remain. Failure to dress-out or participate will result in a deduction of up to five points per class period.

***Note: If students are well enough to attend school, they are expected to dress-out. Notes written by doctors or parents limiting participation will be honored. All students, dressed-out or not, are to stay with their class at all times or must stay in the area assigned by the physical education instructor.**

Report Cards

Report cards will go home four (4) times throughout the school year as well as Progress Reports. Final report cards will be mailed home for students who do not owe fees or fines. If students owe fines, the report card will be held at the front desk until fines are paid.

***Bi-weekly Class Assessments and School Net assessments in Reading, Mathematics, Social Studies, and Science will be administered to all students during each grading period.**

School Appearance

Luther Nick Jeralds Middle School takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities. Students are asked to pick up paper and deposit it into trash cans, either in the classroom or in the hallway. The teachers, staff and students should take pride in the school at all times.

Student Government Association

The Student Government Association is an organization to better serve the needs of students at Luther Nick Jeralds Middle School. The members of the SGA are your voice in student government. Each homeroom will elect a representative to attend student government association meetings when scheduled.

SGA officers will be 8th grade students which serve as President, Vice President, Secretary and Treasurer.

Tardiness

Each teacher will handle student tardiness to his or her class. Excessive tardiness will require a parent-pupil-administrator conference. Students arriving late to class will face some form of disciplinary action from the teacher. Any student who is not in his/her assigned classroom seat when the tardy bell rings is considered tardy. **After four (4) unexcused tardies to the same class, students will be subjected to administrative action, which could be an ISS assignment.**

Telephone Use

Students will not be allowed to use the school telephone before, during, or after school. In the case of an illness or emergency, the teacher will call the front office to call the parent. We cannot allow school telephone usage due to lack of planning on your part. Please make the necessary arrangements before leaving home. Students will not be asked to leave class for telephone calls, **nor** will telephone messages be delivered to students during the school day.

Theft Prevention

The best way to stop thefts at school is to be conscious of the fact that you can help eliminate the opportunities for thefts to occur. Each student has a responsibility in the area of preventing thefts. **The school cannot be responsible for items that are lost or stolen.** Listed below are some hints to prevent thefts:

1. Purchase a school lock and do not give the combination to anyone.
2. Never leave valuables, band instruments, or personal items in lockers.
3. Money should not be taken to the gym locker room at physical education time. Give valuables to your PE teacher.
4. Never leave anything other than clothing in your basket during physical education.
5. Band instruments should never be left unprotected.
6. If you take off rings to wash your hands, be sure that when you leave, you have not left them on the soap dispenser or towel dispenser.
7. Never leave books, etc., on shelves, benches, in the hallways, gym, or on the bus.
8. Never leave your purse unattended.
9. Never leave anything on your desk while you go to the assembly programs.
10. Never put your purse on the footboard of the bleachers during assembly programs or ball games.
11. If you are staying after school for practice or club meeting, then practice the same theft prevention habits you would follow during school.
12. Coats should never be left unattended.
13. If you have something stolen, report it to your teacher immediately or administrator.

Visitors at School

Students are not allowed to bring visitors to school during the school day. Parents, of course, are always welcome. Persons visiting the school on official business should report directly to the office and obtain permission to visit. It will be necessary for all visitors to leave identification at the main office.

Weather

In case of inclement weather (severe storms, snow, ice, etc.) parents should review with their children the procedure they want their children to follow when early school dismissal occurs. Parent should listen to local radio stations or television stations for the announced decision of school closing.

Withdrawals and Transfers

The procedure for withdrawal is as follows:

1. Secure an authorization note for withdrawal or transfer note from your parent or guardian.
2. Obtain a checkout form from the Records Office.
3. Have the form filled out by each of your teachers and the librarian; return all books and property.
4. Return all books to your subject teachers.
5. Clean out your locker.
6. Return withdrawal form to the Data Manager.

Section 504/Americans with Disabilities Act

No otherwise qualified individual with disabilities.... shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Section 504 Coordinator:

**Cumberland Co. Schools
PO Box 2357
Fayetteville, NC 28302
Phone: 910-678-2430**

Grievance Procedures Title IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the principal.

Notice to Parents - FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are 18 years old) have both the right to inspect records kept by the school about the students and the right to correct inaccuracies of the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. Complaints about the failure of school personnel to comply with FERPA may be made, in writing to:

**FERPA Office
Federal Building #10600
Independence Avenue SW
Washington, DC 20202**

