

R. Max Abbott Middle School Student Handbook 2018-2019

WELCOME

Welcome to R. Max Abbott Middle School. Our students and staff have established standards of excellence in academic and co-curricular accomplishments. We have high expectations of our students, and we challenge you to set high standards for yourself. **Remember our Motto: “Be YOU...to the Max!”**

Your success depends on the choices you make and is directly related to your efforts. Invest your time and energy wisely each day, and you will be successful in all you do.

We would like to help each student become an effective, responsible, and productive citizen in our society. Education is a team responsibility, which begins with your family, extends to the school, and encompasses the entire community. Please feel free to contact your child’s teacher(s) throughout the year so that together, we are doing all we can to help your child be successful.

The R. Max Abbott Middle School Handbook is prepared to help you develop and accept the responsibilities and obligations of good citizenship in our school and community. Each student and parent is responsible for knowing and understanding this handbook, as well as the Cumberland County Schools Code of Conduct.

Set goals and challenge yourself to excel in academics by completing assignments, homework and by participating in class; in attendance by being here each and every day; in behavior by making good choices and decisions and by treating others with respect; and in co-curricular activities by being involved in your school through the arts, athletics, and academic clubs.

Remember at R. Max Abbott Middle School: ***Teachers teach, students learn, and we are respectful to each other and to our surroundings!***

Make it a GREAT Year!

Carla Crenshaw, Principal

Naomi Pyle, Assistant Principal; and Scott Witherow, Assistant Principal

MAMS Vision: Our school is committed to providing a safe and caring environment where teachers will inspire students to be self-driven life-long learners, appreciate diversity, display good character, and become responsible citizens.

MAMS Mission Statement: The mission of R. Max Abbott Middle School is to inspire our students to improve their lives and the world around them.

ASSEMBLIES/AWARDS

Celebrations are held at the end of each grading period to recognize students who have achieved perfect attendance, A and A/B Honor Rolls, and special honors for academics, conduct, and good character. Student performers and professional presenters are often present at these assemblies. Students are expected to be attentive, respectful of presenters and performers, and to sit in designated sections with their teachers and class. You may show appreciation only through clapping hands. Only students receiving awards will attend the program, students not receiving awards will report to their regularly scheduled elective class during that time.

2018-2019 Scheduled Awards Programs:

1st 9 weeks Awards: Thursday, November 1, 2018 in the Mini-Theater

2nd 9 weeks Awards: Tuesday, January 15, 2019 in the Mini-Theater

3rd 9 weeks Awards: Friday, March 29, 2019 in the Mini-Theater

The 6th grade programs will take place from 2:25-3:10 pm; the 7th grade programs will take place from 9:45-10:30 am; and the 8th grade programs will take place from 8:40-9:25 am

4th 9 weeks Awards: 8th Grade- Tuesday, May 21, 2019 at 1:00 pm in the gymnasium

6th and 7th Grade- Wednesday, May 22, 2019 at 9:45 am (7th) and 10:50 am (6th) in the gymnasium

ACADEMIC ACTIVITIES AND COACHES

Battle of the Books ~ Ms. Melanie Terry, coach

Civic Oration ~ Ms. Kelli Guyot, advisor

DAR Essay ~ Ms. Cheryl Ray advisor

Forensics ~ Mr. Matthew Wynne and Ms. Jennifer Mullen, lead coaches

Yearbook ~ Ms. Marisa Owen, advisor

Math Counts ~ Ms. Jennifer Shaw, coach

National Junior Honor Society ~ Ms. Cheryl Ray, advisor

Spanish Quiz Bowl ~ Ms. Zelma Lopez, coach

Science Olympiad ~ Ms. Dawn Matthew and Mr. Lance Andrus, lead coaches

Spelling Bee ~ Ms. Kelli Guyot, advisor

ATHLETIC REQUIREMENTS

Our athletic program consists of football, baseball, basketball, soccer, track, wrestling, softball, and volleyball. In order to participate in the athletic program students must meet the following guidelines and requirements:

- A student must be in attendance at least 85% of the previous semester or miss no more than 13.5 days of school in one semester to be eligible to participate in athletics the following semester.
- A student must reside in the school district or meet local BOE policy.
- A student must pass at least one less than the number of required core courses each semester.

- Must have a weighted 2.0 GPA or a 70% average or better for the previous semester.
- A physical must be completed and received by the athletic director PRIOR to the first practice-forms are available in the office.
- A student may not turn 15 on or before August 31st of the current school year.
- Voluntary transfer students may not participate in sports for 365 days from the first approved date of the first year of eligibility.
- Student athletes may not attend practice or games on days they are marked absent for the day.
- Any student athlete who is in ISS or suspended from school may not attend practice, play, or attend any school functions on the school campus on those given days. Students with discipline issues are subject to removal from any athletic team.
- All student athletes are to be picked up within 15 minutes after the practice or contest ends or they may be in jeopardy of forfeiting their right to be on the team.

ATTENDANCE POLICY

State law and board policy requires students attend school daily and be present for all classes. Regular and punctual attendance is critical to student success in school. In order to be counted present, all students must be checked in before 11:45 am or checked out after 11:45 am.

In order to be considered in attendance, a student must be present in the school for the school day, or at a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity, which has been officially authorized under the policies of the Board of Education. Such activities may include: field trips, student conventions, musical festivals, or any similarly approved activity. The Cumberland County Board of Education authorizes school principals to record as present those pupils attending school-related activities as designated by the Superintendent, providing the pupil's attendance at a school-related activity has prior approval of the principal or the appropriate school official.

Please check for special restrictions under each lawful reason. Documentation will be required for any of the foregoing to be considered lawful. Acceptable documentation can be a doctor's note with the doctor's signature, date, and time of appointment, subpoena, or parent's/guardian's note with student name, date, days of absences, reason for absence and parent's/guardian's signature. Documentation should be given to the homeroom teacher the day the student returns to school after an absence. If the note is not received explaining the absence within 5 days after the student returns to school, the absence will be coded as an **"unlawful"** absence. All other absences not defined above as "lawful" are coded unlawful.

MAMS Attendance Policy Brochure below:

COMPULSORY ATTENDANCE

This brochure includes what every parent should know about school attendance and the law. North Carolina law requires all children who are enrolled in Kindergarten through 12th grade to attend school on a regular basis. When a child misses a day of school the parent/guardian must notify the homeroom teacher in writing within three days of the absence.

TYPES OF ABSENCES

There are two types of absences: **excused (lawful) and unexcused (unlawful, 2A)**. An absence must fall into one of the following eight categories to be excused:

1. **Illness or Injury (1A):** The student is physically unable to attend school due to an illness or injury.
2. **Quarantine (1D):** The isolation of the student ordered by the health department/board of health or medical physician.
3. **Death in the Family (1C):** The death of an immediate family member such as parents, siblings or grandparents.
4. **Medical/Dental Appointment (1B):** Not for routine hour- long appointments, but for extensive appointments involving medical procedures.
5. **Court (1E):** The *child* must be present for court proceedings or an administrative hearing.
6. **Religious Observation (1F):** The tenets of a religion to which a student and their parents adhere, require or suggest observance of a religious event.
7. **Educational Opportunity (1G):** The purpose of the absence is to take advantage of a valid educational opportunity such as travel by the student. *An educational opportunity form is required for prior approval by the principal. A student report must be turned in within five days of the last absence.*
8. **Military Deployment or Reunification (1N):** The child's parent/guardian is deploying, redeploying or home on leave. Not to exceed five (5) days of absences.

FROM THE SCHOOL SOCIAL WORKER

The school social worker will contact you by letter, phone or home visit when your child has reached at least three (3) unexcused absences or ten (10) excused absences.

REQUIRED BY LAW

The social worker will send out three contact letters for unexcused absences.

1. The first letter is for **three unexcused absences**. These absences received a code of unexcused because a note was not received from the parent stating one of the eight valid absence reasons.
2. The second letter is sent home for **six unexcused absences**. These absences have accumulated from the beginning of the student's school year. This letter is signed by the principal.
3. The third letter is for **10 unexcused absences**. This letter notifies the parent of a conference with school personnel. This meeting is an effort to resolve the attendance concerns before punitive action.

AFTER THE TEN DAY LETTER

If attendance concerns continue after the 10 day meeting, then the social worker may proceed to the following actions:

1. **Truancy Mediation Council.** The social worker will request a formal mediation at the Cumberland County court house. The parent/guardian will meet with school personnel, social services, court representatives, juvenile services, mental health counselors and any agencies involved with the student. This will give all parties a chance to discuss the situation and come to a mutually satisfactory solution.
2. **District Court.** The social worker may elect to proceed with court action. This action brings all parties in front of a judge to discuss the noncompliance with the compulsory attendance law. This could result in jail time as well as fines.

EXCESSIVE EXCUSED ABSENCES

Students accumulating 10 excused absences are sent a letter of Excessive Excused Absences. A physician's note will be required for all future absences. Failure to provide a physician's note will result in the absence being coded unexcused. Parents/guardians may submit a letter from a physician stating that the student has a chronic illness that will cause the student to be absent more than 10 days in a school year.

MAKE-UP ASSIGNMENTS

It is the student's responsibility to make up missed classroom assignments within five days of returning to school. Please contact your teachers immediately.

ATHLETIC ELIGIBILITY

To be eligible for MAMS sports, you must be in attendance for 85% of the previous semester. Student- athletes may not attend practice or games on days they are absent.

CONTACT YOUR SCHOOL SOCIAL WORKER

Your school social worker will assist your family in overcoming any barriers that may be keeping your child from coming to school. Address issues early, so the school year will be successful for your child and family!

MORNING TARDY POLICY

Please refer to the student handbook for full details of the morning tardy policy. Students are tardy starting at 8:30 a.m. and must sign in at the front office with a parent before reporting to class.

PARENT PORTAL

Keep track of your child's attendance by accessing the parent portal at <http://www.homebaseportal.ccs.k12.nc.us/>. You will receive sign-in information from your child's homeroom teacher.

BULLYING/CYBERBULLYING

Students and teachers at R. Max Abbott Middle School should be able to attend school and function in a bully free zone. For an act to be considered bullying it must meet certain criteria. This includes hostile intent, imbalance of power, repetition, distress, and provocation. Bullying will not be tolerated and will be handled by the teacher and/or administrator at the occurrence.

A computer or electronic device used to intimidate or torment a student or school employee is considered cyber-bullying. If someone repeatedly posts (through social media, chat, or text) information or photos of or about someone else, makes statements, whether true or false, intended to provoke or harass an individual, they are participating in cyber-bullying. If the acts happen at school or affect another student's performance in school, our school resource office will be called in to assist with the incident.

CAFETERIA - SCHOOL MEALS

Everyone at MAMS has the right to eat lunch in a clean, safe environment. Students will be encouraged to use and demonstrate acceptable social manners while using the café facilities. Breakfast and Lunch should be conducted at a Level 1 (whisper talk) to Level 2 (normal talk).

Breakfast and lunch are served daily. Lunch menus will be posted at the beginning of each month. R. Max Abbott Middle School is a Title I/CPS school - therefore, all students will receive FREE school breakfast and FREE school lunch.

All food items brought to school must be consumed during breakfast or lunch. After eating, students are asked to leave tables clean and carry lunch trays and plastic ware to the trash area. Trash must be placed in proper receptacles. Food and lunch trays may not be taken out of the cafeteria. **Opened containers or bottles should not be brought to school. No food or drink will be allowed during instructional time, unless with a doctor's note.**

Lunch items may be dropped off at the front desk for a student. The student will be called to the office to pick it up prior to their lunch time. Group orders of fast food are not allowed during lunch. Parents/Guardians who would like to eat lunch with their children are invited to do so on Fridays.

CELL PHONES/EAR BUDS

Many students have cell phones/electronic devices for communication with parents after school or during emergencies. Student cell phones/electronic devices are not allowed to be used for recreational calls from 8:00 am - 3:40 pm. **Cell phones may be used in the classrooms, at the teacher's discretion, as an educational device for class.** Any cell phone, electronic devices, or any other non-educational item that is seen by school personnel, other than during use as an educational device with the teacher's permission, will be confiscated and turned in to the office.

Any student who refuses to give up their cell phone, electronic device or other prohibited item to school personnel will be automatically referred to a school administrator.

Earbuds and headphones are NOT to be used or seen during the school day and will also be confiscated.

After a device is taken from a student the first time, the student may sign for the device at the end of the school day at the front desk. After a device is taken from a student the second time and thereafter, a parent/guardian must pick up the device in the office the following school day. After a device is taken from a student more than two times, a disciplinary referral will be also be added for each instance following.

CHANGES IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year. Please request a change of address form from the data manager to assure the change is made in PowerSchool. (See Change in Student Information Form at the back of this handbook)

COMPUTER USE POLICY

At MAMS, students who have turned in an Internet Use Agreement will be allowed to access the Internet. When you use the computers, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others. Please be aware that the privilege of computer use depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly.

All laptop computers are the property of R. Max Abbott Middle School and Cumberland County Schools. Laptops are for students' academic use during the school year. Students are held responsible for damages to laptops assigned to them during class time. These laptops are to be handled carefully. Satisfactory settlement will be required for damage to laptops. Students who visit gaming sites or inappropriate sites at school will have their school technology privileges taken for up to 45 school days per incident.

DISCIPLINE PLAN

Positive Student Behavior is the goal at R. Max Abbott Middle School. The grade levels have different reward systems in place for students. Students may earn privileges or rewards for positive behavior, to include team day celebrations, free seating at lunch, tech-time, etc. However, occasionally students do not respond to positive incentives and a disciplinary action is required.

Each time a student moves through this process, they will begin again after Step 6 has been completed. Each step must be recorded on the Interventions and Referrals Form.

Step 1: The teacher will give the student a verbal warning.

Step 2: The teacher will meet with the student to conference. They will discuss what is happening, how to fix the issue, how to avoid the issue, and any next steps. The teacher may also refer the student to the guidance department. Contact with a parent is suggested at this level.

Step 3: The team teachers will meet to discuss strategies for the student. The teacher may use other interventions including moving the student's seat, or a change in the rotation on the team, or silent lunch, if needed. The teacher will make contact with the parent.

Step 4: The teacher may issue a team time-out to the student. The teacher will make verbal contact with the parent informing them of the consequence. A student should have had team time-out at least two times before an administrative referral is made (for minor infractions). *During the step process, the teacher or team will contact the parent(s) and set up a parent-teacher conference with the teacher or team.*

Step 5: A referral will be made to the grade-level administrator to issue a disciplinary action. At this time an administrative hearing will be held to determine in-school or out of school suspension.

**** Severe actions will result in an immediate referral to an administrator.**

DRESS CODE

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of our student body reflects upon the climate of our school. Students are expected to adhere to standards of dress and grooming that are acceptable in a positive learning environment. Teachers and administrators have discretion in making judgments relating to the appropriateness of dress.

DRESS CODE GUIDELINES

- BOOKBAGS – no rolling book bags allowed, unless a doctor's note is provided.
- All PE clothes may be kept in a small draw string bag – but must be left in locker until elective time.
- NO small book bag type or oversized purses are allowed.
- Book bags/draw string bags may not be worn during the school day, they must be left in the lockers until needed.
- Attire should be neat, clean, and in good repair.

- Nothing will be worn that will be offensive to any race or sex, or which displays profanity, weapons, alcohol, or drugs in any form.
- Winter coats/jackets may be worn to and from school only. Heavy coats/jackets will not be worn in the building or from class to class. These items may be stored in the student's locker.
- Hats, bandanas (all colors), head wraps, headbands that tie, headbands with ornaments such as ears, puff balls, stars, or other **will not be worn** for any reason during the school day. (plain headbands are permitted)
- Sun glasses **will not be worn** during the school day.
- "Sagging" or "bagging" of clothes is not permitted. No low-rise pants. Boxers or gym shorts should not be seen below waistbands.
- No clothing is to be worn that will allow a student's undergarments to be visible.
- Any form of gang evidence is prohibited. This includes bandanas, rolled up pant legs, and specific markings on clothing or body (due to permanent ink).
- Pants with rips or holes above fingertip length may be worn ONLY if leggings are worn under the pants. Rips or holes below fingertip length are permitted.
- Leggings, jeggings, stretch pants, and yoga pants **will not be allowed** unless they are covered by long shorts, a dress, or a skirt that is of appropriate school length.
- Skirts, dresses, and shorts must pass the fingertip test and meet administrative approval. Long t-shirts are not allowed in place of a dress. They may however be worn with shorts that pass the finger-tip test.
- Form fitting (clingy) clothes that silhouette the body **will not be allowed**, to include body suits or dresses.
- Strapless, spaghetti strap or, shirts with cutouts (on the body) **will not be allowed**.
- No revealing tops and all cleavage is to be fully covered.
- Sheer, see-through, or lace shirts (regardless of undergarments) **will not be allowed**.
- All female tops without sleeves must be at least 1½" wide at the shoulder to be allowed without a cover-up.
- For males-no tank-tops or sleeveless shirts will be allowed.
- The body's midsection/torso should be covered at all times.
- Bedroom clothes, pajamas, or lounging pants are not to be worn.
- Bedroom slippers or shoes that appear to be bedroom slippers are not to be worn.

All dress code violation consequences are at the discretion of the administration, students who break the dress code repeatedly may receive In-School Suspension.

If a student is not in dress code, they will report to the office and will be asked to call home to get an appropriate change of clothing. If a parent/guardian can not provide more clothing, the student will spend the rest of the day in ISS. After September 28th, all dress code violations will be put in writing and sent to administration for further action.

EARLY DISMISSAL

If a student needs to leave during the school day, a parent/guardian must pick the student up and sign him/her out in the main office. **Students will not be allowed to check out**

of school after 3:20 pm. R. Max Abbott Middle School maintains a 100% ID check when students are checked out. All persons checking out students must be listed on the student's information form.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, school may be closed or may require a delayed starting time or an early dismissal. Local radio and television stations will announce these conditions. This information is also available at the Cumberland County Schools website.

FIDGET SPINNERS / OTHER FIDGET DEVICES

Fidget spinners and other fidget devices are not permitted during class times. These devices may help some students, but cause distractions to others. Fidget spinners, fidget cubes, and other twirling fidget devices will be taken if they are out during the class time. Students will be able to retrieve the item at the end of class. If the item is brought continually, it will be taken and a parent may come to the school to collect it.

FUND-RAISING ACTIVITIES

Only school-approved clubs and organizations are entitled to have fundraising activities. All fund-raising activities must be pre-approved by the R. Max Abbott Middle School Administration. Students may not sell unauthorized items at school for profit.

FIRE AND TORNADO DRILLS

Fire drills are conducted each month throughout the school year. Check the posted instructions in each classroom indicating how to exit the building in case of fire or where to report for safety during a tornado. Remember to walk silently (at a Level 0) and quickly to the designated area. The fire alarm sounds like a horn. A three-tone bell accompanied by a solid red alert screen on the classroom TVs signals a tornado drill. Students assume a curled position and cover their heads during a tornado drill.

GOOD CONDUCT

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper respect for self, other people, and property. All R. Max Abbott Middle School students and staff have the right to expect to be able to learn and teach in an atmosphere free from unreasonable and unwarranted disruptions. We value our class time and our activity time.

Each student is required to enter class prepared with pencils, pens, paper, textbooks, and all class-related materials necessary for each class. Non-instructional items are not permitted at school unless directed by a staff member.

Assignments, both class work and homework, are necessary components of the curriculum at MAMS. Students must complete and turn in these assignments in a timely manner. Assignments should be the work of the individual, copying another student's work or

plagiarisms are honor code violations and may result in an office referral. Students should utilize their handbooks for all assignments.

In order to maintain a positive academic environment conducive to high standards in teaching and learning, students will be accountable for responsible, respectful behavior. Students must adhere to the rules contained in the Cumberland County Schools Student Code of Conduct, and the R. Max Abbott Middle School student handbook.

If changes or additions to rules occur, all concerned parties will be notified through announcements and/or written handouts and will be held responsible for knowledge and compliance thereof.

GUIDANCE DEPARTMENT

Comprehensive school counseling programs promote students' academic careers, as well as their personal-social development. Our counselors are available to assist students in attaining maximum benefit from their school experiences. Ms. Westlake serves the 6th grade and the Uhora 7th grade team, Ms. Widman serves the Islander 7th grade team and the 8th grade. Please ask your teacher to call your guidance counselor to see if they are available. The guidance counselors will see students as quickly as possible to assist with the needs of our students.

GRADING SCALE

R. Max Abbott Middle School and the Cumberland County Schools follow a 10-point grading scale.

A = 100 - 90% B= 89 - 80% C= 79 - 70% D = 69 - 60% F = 59 <

HALL ETIQUETTE/ HALL PASSES

Students should be in the halls at the beginning and end of the school day and while moving from one class to another. It is the student's responsibility to ask for and secure a hall pass from their assigned teacher before leaving the classroom to visit the restroom, office, etc. Students are asked to be courteous at all times and to keep to the right when walking in the halls. The expectation in the hall ways is a Level 0 (No talking) to Level 1 (Whisper voice), since during some class changes other grade levels will be in core class instruction.

ILLNESS/INJURY AT SCHOOL

Any student injured at school must immediately notify school personnel. In case of injury, an accident report will be completed by the supervising teacher and the parents will be notified.

If a student is sick, they will be sent to the main office where the reception will ask them to sign the sick log and call their parent, they will then return to class. If they are vomiting, they will wait in the office for a parent to pick them up.

INSURANCE

Student accident insurance plans selected by the School Board are made available on an optional basis to all students. At the beginning of the school year printed information and application forms will be given to each student. The completed application forms must be mailed directly to the insurance company.

LOCKERS

Lockers are provided for students' convenience to keep books and other property needed at school. All students must provide their own lock to use with their assigned locker. All books and personal items, when not in use, including heavy coats, are to be kept in your locker. Please adhere to the locker schedule assigned by each individual team. Students who are continuously late for class may lose the right to have a locker for their use.

All students must store all of their school items in their assigned locker.

1. Use only lockers assigned to you, and do not share lockers.
2. You may use any lock that you would like to provide. The lock combination must be provided to the homeroom teacher.
3. Do not give your locker combination to other students.
4. Lockers must be kept clean at all times. Writing on the outside or inside of lockers is prohibited.
5. Lockers must be kept in good condition. If a locker is knowingly abused, you will lose the use of the locker and pay for damages.
6. Do not leave valuable personal property in lockers.
7. Lockers remain the property of MAMS and may be subject to inspection by the school administration at any time.
8. Storage of inappropriate or illegal items is not allowed.

LOST AND FOUND

Personal belongings found on school grounds should be turned in to the front office. Lost and found items may be claimed in the designated area. The school cannot be responsible for any lost items. Items not claimed by the last day of each 9 weeks will be donated to a charitable organization.

MEDIA CENTER

The media center is open to students from 8:00 am to 3:55 pm daily. Students can either visit with their class or individually before or after school, or during a class with permission from their teacher.

- Each student may checkout three books at one time.
- Books are checked out for two school weeks, and can be renewed once.
- A fee of 10 cents per school day is charged for any overdue books.
- Students with an overdue book must turn it in or renew it before checking out other materials.
- All overdue fines and lost book fees must be paid by the end of the school year in order for students to participate in end-of-year celebrations, field days, etc.
- Destiny, the online library catalog, can be accessed at <http://destiny.ccs.k12.nc.us>

- NCWiseOwl is a group of subscription online databases for student research and includes full-text journal articles, newspaper articles, and reference materials. Access for free at www.ncwiseowl.org.

MEDICINE

Students required to take oral medications during school hours must have an official physician's medication form properly completed and on file in our office. This medication form requires written instructions, student's name, name of drug, dosage, time of day medication is to be given, and signatures of the physician and parent. Parents are responsible for transporting to and from school all medicines to be administered by school personnel in a container properly labeled by the pharmacy or physician. The pharmacy label on the bottle must match the physician medication form exactly. All medication must be kept in the office. No student is to have any medication(s), whether prescription, or over-the-counter drugs in his/her possession at any time during the school day.

However, if a student has an emergency self-medication authorization form on file with the office to self-carry an asthma inhaler or an EpiPen, then that student may have that item in their possession at all times.

MESSAGES

In order to preserve valuable instructional time and to promote the safety of our students, personal calls and messages to students will be allowed only in an emergency. Pre-planning is essential. Students need to make appointments, bus plans, alternate car rides, etc., before leaving home for school. Students will not be dismissed from class to make a phone call. School phones are used for sickness and emergencies only. Student cell phones and pagers are not permitted at school or during any school function.

OUTSTANDING SCHOOL OBLIGATIONS

Students with outstanding obligations (overdue books, lost or damaged books, fundraising money owed, etc.) will be restricted from participating in co- or extra-curricular activities (i.e. field trips, special programs, field day activities, dances, etc).

PARENT PORTAL

Keep track of your child's attendance and grades by accessing the parent portal at <http://www.homebaseportal.ccs.k12.nc.us/>. You will receive sign-in information from your child's homeroom teacher or may ask for a copy of this information at the front desk.

PERSONAL PROPERTY

Personal items are the responsibility of the students. Please leave valuables (cell phones, jewelry, electronic equipment, cameras, large sums of money, etc.) at home. Books and personal items should be safeguarded. Special care must be given to securing band and orchestra instruments. Never leave these instruments unattended. Never leave books, pocketbooks, etc. unattended on bleachers, steps, or in desks. Please ensure your name is on all your property.

PHYSICAL EDUCATION

Physical Education is a required class. Students are required to dress out for participation. “**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 items that you need are as follows:

T-Shirt – A clean, plain white or light colored pullover shirt. Tank tops and half shirts will not be permitted.

Shorts – A clean pair of athletic shorts that are acceptable in length and fullness for freedom of movement, but will stay in place without being held by the hand or a belt. Shorts made of denim or other heavy material with zippers or belts are not appropriate.

Pants – Sweat pants or jogging suits may be worn during cold weather days at teacher’s discretion. Coats or heavy jackets will not be acceptable.

Socks – Clean white athletic socks only.

Shoes - Rubber-soled tennis shoes. No open-toed shoes, boots, or other casual shoes will be allowed.

Students may purchase a MAMS P.E. uniform for \$20.00.

We will not allow any student to dress in a manner that distracts others from learning, is offensive to others, or violates health or safety requirements.

PROGRESS REPORTS/REPORT CARDS

Progress Reports and Report Cards will be given to students once during each nine-week period. Parents should sign and return the brown Progress Report/Report Card envelope to school the following day. Parents may indicate conference requests on the brown envelope at any time.

Progress Report will go out on the following schedule:

1st 9-weeks - Friday, September 28, 2018; 2nd 9-weeks - Tuesday, November 20, 2018;
3rd 9-weeks - Friday, February 8, 2019; and 4th 9-weeks - Thursday, April 18, 2019

Report Cards will go out on the following schedule:

1st 9-weeks - Friday, October 26, 2018; 2nd 9-weeks - Thursday, January 10, 2019;
3rd 9-weeks - Friday, March 22, 2019; and 4th 9-weeks - mailed on Monday, June 3, 2019

PROMOTION AND RETENTION POLICY

(CC Board Policy IHE)

In order to be promoted from grade 6 to grade 7 and from grade 7 to grade 8, each student must earn a passing grade of 70 in:

- ◆ Reading
- ◆ Communication Skills
- ◆ Math
- ◆ Science and Social Studies
- ◆ One other course

In order to be promoted from grade 8 to grade 9, each student must demonstrate Mastery \geq Level III on the North Carolina Reading and Mathematics End-of-Grade Tests and must earn a passing grade of 60 in:

- ◆ Communication Skills
- ◆ Math
- ◆ Science and Social Studies
- ◆ Two other courses

PUNCTUALITY

Promptness to school and class is very important! Students are to be in their seats and ready to work at the beginning bell for class. **Students who arrive at school after classes are in session must report to the school office with a parent/guardian to sign in and secure an admittance pass to class.**

A student is tardy to class if they are late for class and do not have a note from the previous teacher or from the office. Students who do not report to class and are more than five minutes late to class may be reported as skipping. Skipping classes will be an automatic office referral.

QUESTIONS – WHO TO ASK

Ms. Carla Crenshaw serves as our Principal. She will visit classrooms regularly and meet with students both individually and in groups about data and student progress. She will have a principal's round-table meeting quarterly to gain input about the school from the students' perspective. She is always available to meet with students regarding concerns or needs.

Ms. Naomi Pyle serves as an Assistant Principal. She handles all of the six grade and the seventh grade Uhora team discipline. She also serves as our school's testing coordinator and our beginning teacher coordinator. She is always available to meet with students regarding concerns or needs.

Mr. Scott Witherow serves as an Assistant Principal. He handles the seventh grade Islander team and all of the 8th grade discipline. He also serves as our athletic director and oversees the bus transportation, bus drivers, and all field trips. He is always available to meet with students regarding concerns or needs.

Ms. Sherrill Wint will serve as our Safe Schools Coordinator. She will assist the administrative team as needed in disciplinary concerns. She will monitor lunches and be available for student issues.

Students who have questions or concerns may speak with any of their teachers at any time. We also have a wonderful Student Support Team made up of our two school counselors, Ms. Leticia Westlake and Ms. Lola Widman, and Ms. Teri Medina who serves as our school social worker. They are available to all of the students at Max Abbott Middle School each and every day. Our counselors and social worker assist with peer mediation, problem solving,

attendance issues, assist students and their families in gaining community resources, work with families who are homeless, and look out for the general needs of the students.

Front Office Staff you may need to know: The receptionist is Ms. Tamra Rivers; the bookkeeper is Ms. Shannon Prentice; the data manager is Ms. Jennifer Washington, the discipline clerk is Ms. Yelitza Hayes; and the medicine clerk and principal's secretary is Ms. Letricia McBride.

REPORTING INFORMATION-RED LOCKERS

If you have information you would like to report, please speak with any of your teachers, any staff member, your assistant principals, or your principal. However, if you would like to report anonymously, you may do so by writing a note and placing it in the RED LOCKER on your grade level. These lockers will be checked daily. The locker in A Commons is #29; the locker in C Commons is #734; and the locker in the 8th grade is #120.

SEARCH AND SEIZURE

A. AUTHORITY TO CONDUCT SEARCHES AND SEIZURES

School officials have the authority to conduct reasonable searches and seizures in accordance with this policy for the purposes of maintaining a safe, orderly environment and of upholding standards of conduct established by the board or school. Any school official carrying out a search or seizure is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. Searches shall not be conducted to deliberately embarrass, harass or intimidate a student. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. A search of a student is permissible in scope when measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

Reasonable suspicion must be based upon specific and articulable facts, which may be garnered through information from faculty members, reliable students, law enforcement officers or other credible sources, or upon visual or other evidence (e.g. the smell of alcohol or marijuana, an alert from a metal detector or drug dog).

If a lawful search yields illegal contraband, such materials will be seized and turned over to the proper law enforcement authorities.

A student's failure to permit reasonable searches and seizures as provided in this policy will be considered a violation of the expected standard of behavior, and appropriate consequences may be imposed.

B. SEARCHES OF PERSONAL EFFECTS

Any of a student's personal effects, including purses, book bags, outer clothing and wireless communication devices may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

D. DESK/LOCKER SEARCHES

Student desks, lockers and other school-owned tangible property and equipment are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. School owned property and any other items or equipment issued to the student may not be used to store illegal, unauthorized or contraband materials. Periodic general (suspicionless) inspections of desks, lockers and other school-owned equipment may be conducted by school authorities for maintenance or health/sanitation reasons or for any other reason consistent with board policies or school rules at any time, without notice, or consent, so long as such searches are conducted pursuant to established procedures and in a nondiscriminatory manner.

E. SCHOOL COMPUTERS AND OTHER ELECTRONIC DEVICES

School-owned computers and electronic devices and any data they contain remain under the control of the school and are subject to inspection at any time.

SCHOOL EQUIPMENT AND PROPERTY

Extreme care should be taken in the use of all school equipment and property. Microscopes, band and orchestra instruments, physical education equipment, textbooks, computers, lockers, and even chairs and desks should be used with proper care. You may be held responsible to pay for damages to school property assigned to you which has been negligently abused.

SCHOOL HOURS

School hours are from 8:30 am until 3:40 pm each day. Students should **NOT** arrive earlier than 8:00 am or remain on the campus later than 3:55 pm unless they are participating in a supervised activity.

THE SCHOOL DOORS WILL NOT OPEN UNTIL 8:00 am EACH SCHOOL DAY. Supervision WILL NOT be provided for students prior to 8:00 am or after 3:55 pm. Parents who continuously do not abide by these guidelines, and allow their students to be at school long before and/or after school, may be referred to a child protective agency.

ORGANIZATION OF THE SCHOOL DAY

Prior to 8:00 a.m. – Teachers and assistants sign in and report to classroom or duty assignment

8:00 a.m. - Bell rings - School opens for students

Immediately upon the student's arrival to their homeroom class, all book bags, athletic bags, or similar items MUST be deposited in the student's locker.

8:00-8:27 a.m. – Breakfast served/All Staff should be on duty at 8:00 a.m.

8:00-8:30 a.m. - Students get breakfast, go to locker, and then report to their homeroom

8:30 a.m.– School Day Starts and morning announcements are made

8:35 a.m. - 3:10 p.m. – Core and Elective classes

3:10-3:40 p.m. – Panther PAWS/EXCEL time

3:40-3:55 p.m. - Bell rings - Students dismissed to cars and buses

3:55-4:00 p.m. – Teacher planning

4:00 p.m. - Office closes

The office PA system will be used on the following schedule:

8:30 a.m.- Morning announcements and 3:30 p.m. - Afternoon announcements

STUDENT DROP-OFF AND PICK-UP

Students who are car riders will be dropped off/picked up each day at the sidewalk area in front of the school. At no time may students be dropped off/picked up from a vehicle parked in the parking lot. However, an adult may park and walk to the sidewalk to get their child and walk them back to the parked vehicle. Students are not to be dropped off/picked up at the bottom of the entrance hill on Winding Creek or on the roadway on Executive Place. The safety of all of our students is very important and enforcing these drop-off and pick-up routines will help make the drop-off and pick-up times safer for all of our students.

The School doors will not open until 8:00 am each school day. Supervision WILL NOT be provided for students prior to 8:00 am or after 3:55 pm. Parents who continuously do not abide by these guidelines, and allow their students to be at school long before and/or after school, may be referred to a child protective agency.

STUDENT WORK - GRADING POLICY

Student progress is evaluated in a number of ways including projects, homework, daily assignments, and tests both teacher-made and standardized. Failure to do projects, presentations, and performances will result in a reduction of one letter grade from the original grade for each day late. After five days, no credit will be given for these assignments. All student work is expected to be completed in a timely manner.

No homework assignments can be worth more than **15%** of a student's grade for each marking period nor can homework determine a student's status of passing/failing of a class.

CCS grading categories:

Social Studies, English, Math

CCS-Tests/Projects

CCS-Quizzes

CCS-Classwork/Homework

Science

CCS-Tests

CCS-Labs/Projects

CCS-Quizzes

CCS-Classwork/Homework

The use of these categories is required and these are the only categories that should be used. Same courses within the building will have the same weights for categories (i.e all 7th grade ELA uses the same weights for each category).

MATH & ELA should have a minimum of 20 grades by the end of each grading period. SCIENCE & SOCIAL STUDIES should have a minimum of 15 grades by the end of each grading period. ELECTIVES - ARTS/COMPUTERS/PE should have a minimum of 10 grades by the end of each grading period.

STUDENT WORK - HOMEWORK

Students will have approximately 20 minutes of practice work (per teacher) per day. Projects and long-term assignments are not included in this time frame. Students should utilize the 30 minutes before school and the 20 minutes during EXCEL/PAWS time to complete practice work. Students who are unable to complete their practice work during these times will need to take it home as homework.

STUDENT WORK - MAKE-UP ASSIGNMENTS

Students are responsible for securing make-up assignments for absences on the day they return to school. All work missed due to a lawful absence must be made up within five school days upon the student's return to school. Assignments that are not made up will be reflected in the student's grade. A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school.

In laboratory classes such as cultural arts, physical education, computer technology, and science, which do not lend themselves to make-up work, the teacher will determine the make-up procedure. It is anticipated that make-up work (including tests) will be completed outside the normal class time.

STUDENT WORK - LATE WORK

Students will be responsible for submitting all assignments, to include performances, presentations, and projects, on the due date determined by the teacher. Failure to do so will result in a reduction of **one letter grade** from the original grade for each day late. This does not apply to homework or daily class work assignments. These assignments must be turned in on the due date. Work submitted more than five school days after the due date will receive no credit.

TARDY POLICY PROCEDURES

Hall passes are located at the back of this student handbook. If a student arrives to class late without a hall pass, the consequences will be as follows:

- 1st offense – Warning
- 2nd offense – Silent lunch (1 day) and parent contact
- 3rd offense – Entry on Google Docs Incident Form

NOTE: This Policy does not include Late Check-Ins: Please refer to the attendance section of this handbook.

MAMS Definition of Skipping: Any student who is not in class for more than 5 minutes after the class start time and returns to class without a pass is considered skipping. A student in an unauthorized area of the school without a pass or permission is considered skipping class.

TRANSPORTATION SCHOOL BUSES

School bus transportation is only available to R. Max Abbott Middle School students residing in our attendance areas. To ensure the safety of all passengers, students must adhere to the following while riding the bus:

- Students shall stay in their seats and face forward.
- Students shall refrain from throwing waste paper on the floor of the bus.
- Students shall not consume food or drinks on the bus.
- No part of the body shall be extended through the bus window at any time.
- Students must be quiet while the bus is stopped for railroad crossing.
- Students shall not open the emergency door unless an emergency exists.
- Students must sit in assigned seats at the discretion of driver or administrator.
- Students are liable for all damages to school property.

Students may not ride a bus not assigned to them unless prior approval is received from the administration. Non-bus students may not not ride a bus at any time.

PRIVATE VEHICLE

To provide for the safety and proper supervision on campus, students **should not arrive before 8:00 am and must be picked up by 3:45 pm** each school day.

If an emergency should cause a delay in pick up, parents/guardians should telephone the school so that supervision can be arranged. Students remaining after school for scheduled supervised activities **must have pre-arranged transportation** for departure at the announced ending time.

VISITORS

Our school policy is to welcome only visitors who have legitimate business at school. Guests and visitors must report to the main office and sign in for authorization before proceeding through the school to volunteer or attend events or conferences. All volunteers must complete the CCS volunteer form, found on the CCS website, before they will be permitted to volunteer in classrooms or on field trips.

Students may not bring visitors to school to attend class.

Parents are also encouraged to make appointments to see their child's teacher(s) during his/her planning time so that all teachers will be given the opportunity to attend.

VOICE LEVELS

Students and teachers at R. Max Abbott Middle School should be respectful of the events of the school and demonstrate appropriate voice levels as they move about the building. Voice Levels:

Level 4 – Outside Voice (appropriate outside and/or during PE activities in the gym);

Level 3 – Presentation Voice (appropriate when speaking in front of the class, during a presentation, or when asked to read aloud in class);

Level 2 – Normal Voice (this is the voice level that is used the most. It is appropriate during group activities, during lunch, or interacting within the classroom with the teacher/students);

Level 1 – Whisper Voice (appropriate when doing partner work or when asking questions when others are engaged in quiet activities);

Level 0 – Silent Voice (at this level there should be no talking or whispering, it should be silent). We are at Level 0 when changing classes in the main building, as we enter and exit assemblies and awards programs.

Examples of voice levels:

Entering and exiting the school building: Level 0 or Level 1; Working in a classroom, while completing a test/quiz: Level 0; Working in a classroom, while conducting a science experiment (2-3 people): Level 2 or Level 1; Classroom discussion or lesson interaction: Level 2 or Level 1; Working on a project with a group of students: Level 2 or Level 1; Entering and exiting elective classes: Level 0; Moving through the building with class or individually: Level 0; Visiting the restroom: Level 0 or Level 1; Presenting a project to the class: Level 3; Standing in a line: Level 0; Participating in a school pep rally: Level 4

CUMBERLAND COUNTY SCHOOLS

CHARACTER EDUCATION MISSION STATEMENT

“Cumberland County Schools acknowledges that its role is to reinforce traditional values and positive character that originate and are fostered in the home.

We will, through collaborative community efforts, teach and model fundamentals of good character to include respect, responsibility, and integrity to all students.”

CODE OF GOOD CHARACTER

Respect – I will act with courtesy, tolerance, and dignity.

Responsibility – I will be dependable and accountable for my actions.

Integrity – I will have the inner strength to adhere to high ethical standards.

Caring – I will demonstrate kindness, consideration, and compassion.

Self-Discipline – I will exercise positive self-control.

Trustworthiness – I will be worthy of confidence.

Fairness – I will be impartial and equitable.

Citizenship – I will honor and contribute to the laws, policies, and human rights of the land.

NON-DISCRIMINATION STATEMENT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified students with a disability are entitled to a free appropriate public education. Schools actively seek to locate and identify disabled persons ages three through twenty. Compliance with the requirements of Section 504/ADA is coordinated by the Director of the Exceptional Children’s Program of Cumberland County Schools.

Shared Responsibility

Student expectations:

- Shall attend school regularly, complete assignments conscientiously, to the best of their ability, and be on time.
- Shall behave in a manner so as not to disrupt classroom learning, or disrupt the operations of the school.
- Shall follow directions of teachers, administrators and other adults on staff.
- Shall refrain from inappropriate behavior in the school setting.
- Be respectful of staff, students, and any other adult in the building.
- Be respectful of all property, equipment, and school facilities.
- Be respectful and follow the policies and procedures of the school/classroom.
- Be a responsible student, role model for others and good ambassador for MAMS.

Teacher expectations:

- Communicate to students and parents the importance of the Discipline Policy's goal to create an environment conducive to student success.
- Communicate to students that respectful behavior fosters their success.
- Communicate to students that the policy is a preventative mechanism rather than punitive in nature, and to help guide students to make better choices.
- Communicate to students the rewards of positive behavior.
- Maintain a safe and nurturing environment throughout the school.

Parents expectations:

- Parents are asked to assume the responsibility for their student's regular attendance.
- Parents are asked to review and reinforce the need for appropriate behavior in the school setting.
- Parents are encouraged to communicate and meet with teachers and staff regarding their child's behavior to reach an amicable resolution for the benefit of the student.

Administrators/counselors expectations:

- Share in the responsibility of maintaining a school environment that is conducive to teaching and learning.
- Share in the responsibility to help students understand the consequences of certain behaviors, and guide students to make better choices.
- Maintain a safe and nurturing environment throughout the school.