

# CENTRAL MIDDLE SCHOOL

Student Handbook  
2021-2022



“Home of the Vikings”

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Revised 8/11/21



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#### Acronyms

CSC	Child Study Committee
DPT	Diphtheria, Pertussis, and Tetanus
MMR	Measles, Mumps, and Rubella
ACC	Adolescent Care Center
ISS	In School Suspension
ASD	After-School Detention
OSS	Out of School Suspension



# CENTRAL MIDDLE SCHOOL

Welcome to Central Middle School for the 2021-2022 school year. The following information is provided to assist you in making the most of your educational opportunities here.

## GATES COUNTY PUBLIC SCHOOLS VISION STATEMENT

Gates County Public Schools will promote achievement through teaching, engaging and helping students become successful.

## GATES COUNTY PUBLIC SCHOOLS MISSION STATEMENT

“Gates County Public Schools will work collaboratively with all stakeholders to provide a nurturing educational environment that empowers students to be college and career ready through utilizing technology and 21<sup>st</sup> century skills. Gates County Public Schools are committed to inspiring all students to reach their maximum potential in becoming productive citizens.”

## CENTRAL MIDDLES SCHOOL’S VISION STATEMENT

“Central Middle School shall be an institution where students are challenged and motivated to succeed in an emerging global society.”

## MOTTO

“We’re Bridging the Gap to Success...One Step at A Time”



## STUDENT ACCOUNTABILITY STANDARDS

During the 2010-2011 school year, the North Carolina State Board of Education voted to end the state-required performance gateways that linked grade-level promotion to the End-of-Grade tests.

While state assessment data is an *IMPORTANT* piece in the overall measure of student achievement, we also understand that it is not the *ONLY* piece that should be used in determining the promotion of students to the next grade level.

With that in mind, state assessment data, classroom performance, attendance, parent input, and maturity level are all factors that help to determine an individual student's readiness to advance to the next grade level.

## PROMOTION/RETENTION PROCEDURES

### PROMOTION/RETENTION OF STUDENTS

The school principal has ultimate responsibility of promotion/retention decisions in accordance with N. C. General Statutes. Teachers are responsible for early identification of students who are at risk of not meeting local or state promotion standards and for seeking assistance from appropriate resource personnel. If retention is a possibility, the parent or guardian shall be informed in writing by midway of the school year.

The promotion committee will consider the following factors in determining if a student is eligible for promotion/retention:

- Personal Education Plan
- Assisted and unassisted class work samples
- Selected tests and quizzes
- Benchmark status reports
- Exceptional Children's designation
- Teacher assessment of strengths and weaknesses
- Any information relating to extended illness or absences that may have affected the student's performance
- Attendance
- Any other extenuating factor that clearly affected the student's performance

Based on the review of student performance data, the committee will recommend or not recommend promotion for the student. The principal will ultimately determine whether or not the student has met both the local and State Promotion Standards.

# ACADEMIC STANDARDS

## GRADING POLICY

Gates County Public Schools will provide standard grading practices for Gates County School students that will ensure student accountability and sufficient opportunities to demonstrate comprehension of a subject or course. This policy will provide a standard for grading practices at the elementary, middle and high school levels.

Gates County’s grading policy will establish parameters and guidelines for ensuring fair and credible evaluation of student learning from classroom to classroom and school to school across the district. Each school within the district will develop a procedure to implement the District Grading Policy, which must be submitted and approved by the District Curriculum Director prior to implementation. Grading procedures will become more stringent and student accountability will increase with every grade and course level.

Students in grades 2-12 will utilize the North Carolina State Board of Education Ten (10) point Grading Scale and corresponding Quality Points beginning with the 2015-2016 School Year.

	<u>Grade</u>	<u>Quality Points</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59-0	F	0.0
Honors		.5
AP		1.0
College Honor Credits		1.0

The following guidelines must be included in a school’s grading procedures:

- Limited opportunities to recover from short-term failure, which is recognized by several studies as an effective strategy for preventing long-term student failure. A school’s procedure must define when, how, and at what frequency a student will receive short-term assistance.
- Actual score and grade earned must be used for all end-of-course and end-of-grade assessments for state and local exams.
- Method for calculating final grades during a semester or year long course must be identified.

Once a school’s procedure is approved at the district level it should be published in the school’s handbook.

<b>Principal's List</b>	All A's
<b>Honor Roll</b>	All A's and B's

Students who make the principal's list or the honor roll will be recognized for their outstanding achievement.

\*For each grading period students will receive a minimum of 22 grades from the following areas by the end of each grading period:  
Classwork=8 Homework=8 Quizzes=4 Test=2

\*Students should receive a minimum of 11 grades from the following areas by progress report distribution each grading period:  
Classwork=4 Homework=4 Quizzes=2 Test=1

## **ATTENDANCE AND TARDY POLICY**

### **Perfect Attendance**

In order for a student to be awarded a perfect attendance certificate at the end of the year he/she must have been present and on time every school day.

### **Absences**

Gates County Schools define excessive absenteeism as twenty (20) or more absences. The middle school application of this policy is ten (10) days per semester (per individual class). When a student reaches an excess of ten (10) absences per semester (per individual class), academic achievement will be evaluated. In order to ensure academic success, the following procedure will be followed:

1. Starting with the eleventh (11<sup>th</sup>) absence, a determination will be made as to whether the absence is *Excused* or *Unexcused* based on criteria below. If documentation is not provided upon the day of the student's return to determine the type of absence, it will be recorded as *Unexcused*. Students will have three (3) days after returning to school to provide the appropriate documentation. If the documentation meets the requirements based on the below criteria, the absence will be changed to *Excused*.
2. Starting the eleventh (11<sup>th</sup>) absence, if a student's absence is *Excused*, they will be allowed to make up missing work. If the determination is made that the absence is *Unexcused*, students will not be allowed to make up missing work and will receive zeros unless classroom time is made up after school. Students will be required to make up thirty(30) minutes for each *unexcused* absence. Makeup time is required regardless of the type of instruction or assignment that took place in the classroom the day a student was absent. Failure to make up *unexcused* absences by the designated time will result in the student receiving a zero for missed assignments. In situations where a student fails to makeup time, the appropriate school intervention strategy defined below will be applied.

*All absences from school require a written and signed note by the parent, guardian or custodian stating the date and reason that a student is absent from school. The administrative team will make a daily contact when a student is absent and the school is not aware of the reason for the absence. Notes should be given to personnel working in the front office or placed in the attendance note box located in the front office no later than the second day after returning to school. Upon receipt of the note, a determination will be made as to whether the absence is Excused or Unexcused.*

### **Examples of Excused Absences and Tardies**

1. Illness/Injury/Quarantine
2. Medical or dental appointment (documented by note from doctor's office)
3. Death in the family
4. Religious reasons/observances
5. Court or administrative proceedings
6. Pre-approved school/education related trips (requires principal's prior approval)
7. Educational opportunity
8. School related activities
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

### **Examples of Unexcused Absences and Tardies**

1. Missed the bus
2. Car Troubles
3. Parent Illness
4. Parent Oversleeping
5. Student Oversleeping
6. Having to "drop-off" another sibling to school first.

If a note or contact from a parent, guardian or custodian is not made within the second day that a student returns, the absence will be recorded **Unexcused**.

**Note:** *When students are absent from school, regardless of the reason, they are NOT permitted to participate in any school activity on the day of their absence.*

## **Attendance Committee**

An Attendance Committee will be formed at the beginning of the school year to discuss attendance issues. Committees will meet at the end of each nine weeks to review student attendance matters.

The committee may recommend to the principal and the principal may make any of the following determinations:

1. The student will not receive a passing grade for the semester

2. The student's grade will be reduced
3. The student will receive the grade otherwise earned
4. The student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

\* Students with excused absences due to chronic health problems are exempt from this policy.

### **Unexcused Absences**

When a student is absent for more than ten (10) days and the absences are recorded as unexcused, he or she can be assigned to ASD and required to make up at least 30 minutes of seat-time in order to meet the attendance requirements set by the state. If a student does not attend ASD and does not make up the seat-time for all unexcused absences over ten (10), he or she may be at risk of receiving an FA (Failure due to Absence) in a specified class regardless of his or her average.

### **Classroom Tardy Policy**

Central Middle School believes that learning is maximized when students are on time and prepared for class. Each nine weeks, students will begin with no tardies. The tardy policy is cumulative and applies to all class periods.

- 1<sup>st</sup> Tardy      Free Pass to Class/Warning (No Consequence)
- 2<sup>nd</sup> Tardy      Call Home (Child talks to parent.)
- 3<sup>rd</sup> Tardy      Lunch Detention (1 day)
- 4<sup>th</sup> Tardy      Office Referral (ISS In School Suspension)
- 5<sup>th</sup> Tardy      Office Referral – (1 additional day of ISS)

**\*Students will have five minutes in between class transitions.**

**7:45-8:15--Arrival/Breakfast Announcements in 1st Block classroom**

**8:15-9:40--1st Block**

**5 minute class transition**

**9:45-11:10--2nd Block**

**5 minute class transition**

**11:15--1:40--3rd Block and Lunch**

**5 minute class transition**

**1:45-3:15--4th Block/Dismissal**

## Arriving Late/Leaving Early

Any student arriving at school after 8:15 a.m. but before 11:30 a.m. will be counted tardy, not absent. A tardy slip will be issued at the office. Any student leaving school early must be in school until 11:30 a.m. and will be counted present for the day. On one-hour delays students must remain in school until 12:30 to be counted for a full day of school, and on two-hour delays, students must remain in school until 1:30 to be counted for a full day of school. On an early release day, students will be counted for a full day of school at 10:25 am. Whenever it is necessary to leave school early, the student should give a note from his/her parent, guardian or custodian to the front office. Students must check out at the main office with a parent, guardian or custodian when leaving school for any reason.

Three (3) unexcused tardies will result with parent contact. If frequently continued, may be asked to make up time after school to complete tasks or instruction.

In addition to phone calls, the counselor and/or PowerSchool data manager shall notify the student's parent, guardian or custodian, by mail, after the student has accumulated three (3) or more unexcused absences.

After six (6) unexcused absences, the parent, guardian or custodian shall be notified, by mail, by the counselor and/or PowerSchool data manager that he/she may be in violation of the Compulsory Attendance Law.

After ten (10) accumulated unexcused absences in a school year, the parent, guardian or custodian will once again be notified by mail. In addition, after ten (10) accumulated absences (excused and/or unexcused) in a school year, the parent, guardian or custodian will be notified, by mail, of an official inquiry into the reason(s) for absences. The School-Based Attendance Council will conduct this inquiry. The inquiry can be handled at the school level or, if necessary, referred to the Juvenile Attendance Council.

If a student's accumulated absences (*excused and/or unexcused*) reach 21 or more days, a student's promotional status could be affected. Special consideration by the principal will be given for an exception to this rule in cases of documented lengthy illness or special health problems that are under the care of a physician. Additional contacts, requirements for documentation, and/or steps for improvement may be implemented in situations where excessive absences (*excused or unexcused*), tardies, or arriving late/leaving early affect a student's academic performance.

### Written Excuses

Conditions that require a written note from the parent/guardian:

1. A student wishing to leave school during the day.
2. A student returning to school after a period of absence.
3. A student plans to ride a school bus other than the bus to which the student is assigned.

Students leaving early should bring a written note signed by their parent or guardian. The note should indicate the time the student will be leaving, with whom (if someone other than the parent/guardian), and the parent's/guardian's daytime phone number

for verification. *However for safety and security purposes students leaving early should be picked up no later than 2:45. After 2:45 all students will be released at 3:15.*

Students returning to school after leaving early or after an absence should report to the front office with a written note from home describing the nature of the absence. The absence will be excused or unexcused, as appropriate. The written note from home will be held in the front office.

If a student returns to school without a written excuse, the student will be unexcused. It is understood the student must bring a written note from home the next day.

## ATHLETIC ELIGIBILITY

Students must meet the following requirements in order to participate on an athletic team:

1. All first-time 6<sup>th</sup> graders are eligible to try out for fall sports, with the exception of football. Likewise, all first time 7<sup>th</sup> grade students will be eligible to try out for fall sports. (Retained 7<sup>th</sup> grade students are ineligible.) Eligibility for fall sports participation during the 7<sup>th</sup> /8<sup>th</sup> grade year is determined by being promoted to the next grade. Eligibility for all sports participation in 7<sup>th</sup> and 8<sup>th</sup> grade is based on passing 3 out of 4 classes; two of which must be math and language arts at the end of each reporting period.
2. To maintain eligibility, students must adhere to the eligibility requirements checked every 4.5 weeks (progress reports/report cards) and contacted by coaches and or teachers.
3. 6<sup>th</sup> grade students are not eligible to participate in football at our school athletic programs.
4. Students must not turn the age of fifteen (15) on or before August 31st.
5. Students must have been in attendance 85% of the previous semester. This means students cannot miss more than 13 days, excused or unexcused. **Due to COVID-19 this will not affect any student athlete that did not attend school for face to face instruction or who attended school virtually/remotely for the 2020-2021 school year.**

## Athletic Discipline Policy

In order to assure that student athletes conduct themselves as responsible representatives of the school, student athletes are required to uphold the guidelines specified in the student handbook approved by Central Middle School and Gates County Board of Education.

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

**\*\* Athlete will not attend game if assigned ISS that day \*\***

1<sup>st</sup> Offense – Suspended for one game and no practice the day of the consequence

2<sup>nd</sup> Offense – Suspended for two games and no practice the day of the consequence

3<sup>rd</sup> Offense – Suspended from athletics for the remainder of the sport season

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

Misbehavior of a student athlete that results in out-of-school suspension will result in that student's suspension from the team for the remainder of that sport season

**Athletic Attendance Policy**

\*\* Students who are absent from school are not allowed to participate in athletic practices or events on the day of the absence.

**REPORT CARD DISTRIBUTION DATES**

**1st Nine Weeks (44 days)**

Reporting Term Ends	October 22, 2021
Progress Reports Due	September 22, 2021
Progress Distribution	September 27, 2021
Report Card Distributed	November 1, 2021

**2nd Nine Weeks (45 days)**

Reporting Term Ends	January 14, 2022
Progress Reports Due	December 1, 2021
Progress Distribution	December 8, 2021
Report Cards Distributed	January 26, 2022

**3rd Nine Weeks (44 days)**

Reporting Term Ends	March 25, 2022
Progress Reports Due	February 22, 2022
Progress Distribution	February 28, 2022
Report Cards Distributed	April 4, 2022

**4th Nine Weeks (42 days)**

Reporting Term Ends	June 6, 2022
Progress Reports Due	April 4, 2022
Progress Distribution	May 16, 2022
Report Cards Distributed	June 6, 2022

**Progress Reports will be issued September 27, December 8, February 28, and May 16.**

**THE POWERSCHOOL PARENT PORTAL**

The PowerSchool Parent Portal is a user-friendly web application that will allow parents who have children in grades 3-12 to track their children's progress in school. Parents will be able to view their child's Academic Progress (Marks/Grades), Attendance, Demographics, Emergency Contacts, and Non-School Days at any given time. Please contact the PowerSchool Data Manager for username and password information.

**HOMEWORK POLICY**

The faculty and staff at Central Middle School believe that students should receive meaningful homework assignments on a regular basis at the subject teacher's discretion.

Students are expected to complete homework assignments and be prepared to submit it to the subject teacher in a timely manner.

**Students who are absent from school for a minimum of two consecutive days may request assignments.** The guidance counselor/administrative staff will assist with this process after the second consecutive day.

## **MAKE-UP WORK POLICY**

1. It is the responsibility of the student to see his/her teachers to arrange for make-up work following an absence, missed class period, or early departure.
2. A student must complete make-up work three school days after returning to school. Work submitted after the specified deadline will be graded at the teachers' discretion.
3. A student with an extended illness or excused absence (more than five days) will have additional time to make up work.
4. Requests for assignments should be made to the Guidance Counselor. Assignments should be picked up from the office/team teachers between 3:15 and 4:00 p.m. on that particular day. Full credit will be given for all make-up work.

**Making up missed assignments due to OSS** - Students receiving out of school suspension will have the opportunity to make up missed assignments following their arrival back to school. **It is the responsibility of the student to make up missed work.**

## **CLOSING OF SCHOOL FOR INCLEMENT WEATHER**

The Board of Education has built within its calendar and within the requirements of the statutes dealing with term and employment of school employees, and ample time for the instruction of pupils for 180 school days.

There will be times in the opinion of the Superintendent, after consulting with the Highway Department, the Weather Bureau, and other informants, that bus travel would be hazardous. This could result in a school closing, delay in beginning the school day, or early release. Notice of any type of inclement weather and the resulting actions will be made as follows:

- School Reach system
- TV stations:

WTKR 3  
WITN 7  
WAVY 10  
WVEC 13

***Parents and students should be aware that the local school board reserves the right to make up days missed due to inclement weather on a Saturday.***

## DRILLS

Fire drills are held monthly according to North Carolina law. A diagram is posted in each room indicating the exit to be used. Teachers will provide detailed instructions during class orientation. Tornado and Lockdown Drills will be conducted throughout the school year. Teachers will review the information with students.

## VISITORS

*All visitors must check in at the front office and receive a visitor's pass if there is a need to visit any area within Central Middle School.*

## TRANSPORTATION

- A. Students leaving in cars must have a note on file in the office.
- B. Students are dismissed by grade levels.
- C. All students not riding on their regular bus or car must have a note from parents/guardians (with daytime telephone number), and that note must be signed by the office personnel in the morning. Student requests will not be honored after 2:00 p.m.
- D. Buses load and unload at the bus parking lot.
- E. Students arriving late should sign in at the office.
- F. Students riding in cars should be dropped off and picked up at the main entrance.

### Private Car Transportation

Students who ride in private cars to and from school must have a permission statement from their parents on file in the main office. **These students are excused from school after bus riders have exited the building and must board cars at the main entrance to the school.** Students must not at any time go to or board cars parked elsewhere on the campus. Students should be picked up on time to ensure proper supervision.

**Students will not be allowed to leave anytime during the course of the school day without written parent permission. A daytime phone number must be included in case parent contact is warranted prior to releasing the student.**

The regular school day for students is 7:55 am to 3:10 pm. Parents/guardians who transport their child/children to school should make every effort to honor these times for supervision purposes.

### School Bus Transportation

Riding a school bus to and from school is a privilege that must not be abused. All students who ride are subject to laws, rules, and regulations as set forth by the State of North Carolina.

- A. **Students must be on time. Buses operate on a schedule and cannot wait for anyone.**
- B. While waiting for the bus, students must stay off the road and in no way interfere with traffic.
- C. Students must not tamper with a school bus. This includes any vandalism of any sort.
- D. Students must occupy seating arrangements designated by bus driver.
- E. Students must meet the bus at a designated stop.
- F. Students are not allowed to get off the bus at unauthorized stops while traveling from home to school or vice versa.
- G. Playing, throwing trash, or otherwise distracting the driver's attention while the bus is in operation is prohibited.
- H. Failure to observe established safety rules and regulations will result in disciplinary action.
- I. Students are to ride the bus to which they are assigned, unless they bring written permission from the parent to ride an alternate bus. A member of the administrative office must approve this note.
- J. Students will not be allowed to get off at the high school without prior approval from the principal.
- K. Students will not be allowed to get off the bus at the Community Center unless it is a pre-scheduled or planned activity by the Community Center.

## SCHOOL INSURANCE

Students are encouraged to purchase school insurance. If students have accident insurance other than school insurance, a form indicating their enrollment must be on file in the principal's office. See your homebase teacher for more information regarding school insurance. **Student/athletic insurance is supplemental, and is not meant to provide full coverage in most situations. Parents are advised to read the insurance information very carefully.**

## SCHOOL FEES

There is no tuition charge at Central Middle School; however students whose parents/legal guardian reside outside of Gates County may be subject to out-of-county or out of state tuition charges as set by the Board of Education. Also all textbooks are issued to students at no cost for their use during the school year.

Textbooks should be kept clean and handled with care. Students are responsible for the textbooks issued to them and are encouraged to refrain from loaning their textbooks to other students. Students will be required to pay for lost or damaged books issued to them. Fees for lost or damaged books or any other fees owed to Central must be paid by

the end of the school year. *Special school functions will be jeopardized if fees are owed to Central Middle School.*

## RETURNED CHECKS

A fee of \$25.00 will be charged for each check returned to Central Middle School for insufficient funds. The school finance officer will contact the individual responsible for the returned check. Payment should be made payable to Central Middle School in the form of cash, cashier's check, or money order.

## GUIDANCE

The guidance program is designed to assist each student in his or her mental, emotional, and social development. Some of the duties of the counselors include:

- Individual Student Counseling
- Small group counseling sessions
- Classroom guidance
- Attendance Counselor Chair
- Coordinate parent/teacher conferences
- Coordinate Child Study Committee
- 504 Coordinator/Chair

Students who would like to see the counselor may do so during homebase, lunch, or after school. **During the day, students need a pass from a teacher, counselor, or principal to report to the guidance office.**

## STUDENT DISABILITY

In compliance with the North Carolina Equal Educational Opportunities Act and Title IX of the Education Amendments of 1972, it is the responsibility of the Gates County Board of Education to provide equal educational opportunities for students with disabilities. Students who become disabled need to continue their education with minimum interruption. Therefore, if a student becomes disabled, the student and parent should be aware of the following information:

1. Disability under this policy shall be defined as at least ten days of absence from school.
2. It is the responsibility of the student to notify the principal and/or counselor immediately.
3. Unless the principal and/or counselor is notified of the disability and subsequent medically certified physical restrictions by the attending physician, the student shall be expected to participate in appropriate curriculum activities and assignments.

4. If the disabled student so desires, the student may apply for continuation of his/her educational program during the period of time he/she is unable to attend school.

Please refer to student policies for Gates County Schools for information regarding home/hospital services.

## **LUNCHROOM PROGRAM**

**\*USDA has approved another nationwide waiver that will allow all students to eat free under the Seamless Summer Option Program for the 2021-2022 academic year. However, if we were charging the meal prices for Central Middle School; \$1.25 for breakfast and \$ 2.75 for lunch at the regular rate and \$ .40 for lunch at the reduced rate. Remember all students can eat free at no charge to their parents. Adults can eat at the Ala Carte Prices.**

*For attendance purposes, those students planning to eat breakfast should check in with their homebase teacher prior to reporting to the cafeteria.*

## **USING THE TELEPHONE**

Students are allowed to use the telephone located in the front office only if there is an emergency. **Students should get permission from office personnel prior to using the telephone.** Generally, use of the telephone will be restricted to between classes and after school. **Students should not use cell phones or the telephones in the classrooms. All cell phones for students and staff should remain in bags/pockets out of vision during the school day.**

### **Phone Calls to Classrooms**

Phone calls to speak with individual teachers or students are not allowed during the school day. The only time a teacher may receive a phone call in his/her classroom is during the teacher's planning period.

*Phone calls may cause a distraction to the academic setting.*

## **USE OF SURVEILLANCE CAMERAS**

The use of cameras will be an integral part of our Safe School Plan. Surveillance information from the cameras may be used to identify and confirm misbehavior on the school buses and areas around the school.

## **STUDENT LOCKERS**

At the beginning of the year, each student will be assigned a locker and combination lock by their homeroom teacher. School lockers and locks are school property and

students must use them appropriately. Students are responsible for the contents in their assigned lockers **and for keeping their lockers locked**. All lockers must have a school issued lock. Students may forfeit their right to use the lockers and locks. Students will not be allowed to use a locker without a school issued lock. Lost locks must be replaced at a cost of \$5.00 each. Lockers are subject to inspection at the discretion of administration. (In the event schools are under social distancing mandates lockers will NOT be utilized).

## STUDENT EXPECTATIONS

### Cafeteria

- A. Clean tables in the cafeteria after eating.
- B. No breaking line.
- C. All food will be eaten in the cafeteria, including ice cream and drinks.
- D. No glass containers.
- E. Maintain proper cafeteria behavior (stay in assigned seat, keep food on the plates provided, eat your food and only your food, use inside voices)
- F. Stay in assigned areas.
- G. Students will social distance of at least 3 ft while eating in the cafeteria under Covid-19 restrictions.

### Assemblies

Student behavior during assemblies should be refined and courteous. Unacceptable behavior such as booing, whistling, and talking will not be tolerated. Students who misbehave during a program will be subject to disciplinary action.

### Off Limit Areas

- A. Behind buildings, with the exception of going to the mobile units
- B. Conference room
- C. Administrative offices/Guidance Office
- D. Parking lot
- E. Teachers' desks
- F. Classrooms and locker rooms when adults are not present. At no time should any students be present in a classroom without adult supervision
- E. Vending Machine (Exception-After 3:30pm student athletes that are in the building will be allowed to purchase items from the vending machine with coach's permission).

## CLASSROOM MANAGEMENT PLANS

In addition to school discipline guidelines, parents will receive letters from each teacher specifying the rules and expectations for classroom behavior and academic performance. We ask that parents read and discuss these classroom management plans with their child. Additionally, sign and return the letters to the appropriate teachers.

As the tone suggests, we must have parental support in order to provide the best possible educational environment for all students. We know that we can count on everyone and we appreciate your support.

## DISCIPLINE GUIDELINES

Discipline is defined as training that develops self-control, character, or efficiency. Effective discipline is guidance--it is a teaching and learning process, which is non-invasive. The goal of discipline is to promote esteem, set limits, and provide opportunities for students to correct mistakes as they grow and develop. It is to this end that the staff and administration of Central Middle School will assist students in developing self-discipline, cooperation, and responsibility for their own behavior through positive reinforcement.

Teachers are expected to handle minor classroom infractions and disruptions (i.e. eating in class, failing to bring books or other materials to class, sleeping in class, etc.). It is policy that teachers discuss infractions with students and contact parents in an effort to correct student misconduct before making an office referral.

Our Board of Education has adopted countywide policies in regard to serious student misconduct. In addition to these regulations, Central Middle School has developed the following assertive discipline guidelines:

1. Students should be in class on time and prepared to begin work immediately each day.
2. Students should keep their hands, feet, and other objects to themselves at all times. Public display of affection is not allowed.
3. Students should follow the directions of and be respectful to all staff members and adults at all times during the instructional day as well as during all school-related activities.
4. Students should use appropriate language. This means no cursing, use of obscene gestures, etc.
5. Students should remain in assigned areas or buildings at all times.
6. Magic/permanent markers, liquid white-out, ipods, compact disc players, laser light pens, electronic devices, collector cards, hand-held game systems, spray bottles and personal items of value are not allowed. Other items that may prove to detract from the learning process should not be brought to school. **Central Middle School will not be responsible for lost or stolen items.**
7. Students are encouraged to consume all edible items during lunch. Students should refrain from consuming edible items in the hallways and

classrooms unless given permission of the classroom teachers. **Energy drinks of any kind are not allowed!**

8. Card playing, dice, and gambling are not allowed.
9. Cell phones, if brought to school, must be kept in book bags or purses and or packets out of sight until after buses have left the campus. Students who violate this policy will have their phones confiscated.
10. Students may not take unauthorized pictures or recordings of staff/students while on school premises or on the bus.
11. Students will not be eligible for school sponsored field trips if they have incurred one or more of the following:
  - A. 4 or more office or bus referrals resulting in disciplinary action.
  - B. Out of school suspension.
  - C. Filing of a juvenile petition alleging delinquency.

***\*\*Academic field trips will be allowed or restricted at the discretion of the principal.***

These guidelines have been designed to implement the premise that students have the right to learn and disturbances or distractions that interfere with the teaching-learning process will not be tolerated. Failure to follow these guidelines will result in disciplinary action.

**Severe Misbehavior:** If a student severely disrupts school with such actions as fighting, smoking, destroying property, using or possessing drugs, alcohol, weapons, or repeated misbehavior, he or she will automatically be referred to an administrator. Disciplinary action taken by an administrator for severe misbehavior could include suspension, recommendation of expulsion, or filing a juvenile petition with the court system.

## **STUDENT DRESS CODE**

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning.

### **A. General Guidelines**

Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable; however, the board and CMS prohibit appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is obscene; or
4. endangers the health or safety of the student or others.

A student who is not in compliance with this school dress code policy will be removed from class and given a reasonable period of time to make adjustments so that he or she will be in compliance and then return to class. In the following situations, students could receive disciplinary action:

- ❖ Failure to respond to the request
- ❖ Failure to maintain the proper dress code for the remainder of the school day
- ❖ Displaying an argumentative or disrespectful response
- ❖ Displaying profanity, illegal substances or obscene language or gestures on garments and/or jewelry (see B.2 below)
- ❖ Repeated violations of this policy

## B. Specific Guidelines

School staff and administration will maintain the following guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. If a student fails to comply with dress code guidelines for extra curricular and-or before and after school events, this could result in not being able to participate. The school principal or principal's designee for those students, who because of a sincerely held religious belief, cultural heritage or medical reason request a waiver of a particular guideline for dress appearance, will make reasonable accommodations. Administration, when necessary to accommodate students involved in specific duties, clubs, activities or projects approved by the school, can make a more restrictive dress code and/or reasonable accommodations. This would include but not be limited to: athletics, career technical classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

**\*\*\*ALL STUDENTS WILL WEAR A FACE MASK WHILE INSIDE THE BUILDING AT ALL TIMES WITH THE EXCEPTION OF EATING MEALS OR SNACKS, BRIEF MASK BREAKS OR WHILE OUTSIDE DURING PHYSICAL EDUCATION ACTIVITIES.\*\*\***

1. Clothing/Hats must not be distracting to the teaching-learning process, and cannot be revealing, vulgar, or obscene.
2. Clothing will not be allowed which promotes or is suggestive of alcoholic beverages, tobacco or the use of controlled substances, promotes illegal violence, or is of a sexual nature.
3. Clothing will not be allowed that reveals underwear, cleavage, or bare skin.

4. Skirts and dresses must be length appropriate. If the garment does not maintain this length requirement during normal daily activity (walking, reaching) it will be in violation of the dress code.
5. Shirts or blouses may not be tank tops or spaghetti straps for male or female students unless covered by an acceptable outer garment.
6. Shirts and blouses must cover the waist, midriff and go past the waistline.
7. Students wearing leggings or other form fitting pants must be wearing a shirt or top that provides sufficient coverage of their backside.
8. Sagging pants that reveal undergarments are not allowed.
9. Shorts may be worn but must be length appropriate. (Not too revealing or short).
10. Footwear is required at all times on school grounds.
11. Lettering or any type of sew-on patch, decal, insignia, etc., which is vulgar or promotes alcoholic beverages, tobacco or the use of controlled substances is not allowed.

Students should remember that following these guidelines will eliminate the necessity of being corrected for improper dress.

**Legal References: G.S. 115C-47, -390, -391; Cross References: School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)  
Adopted: June 6, 2011**

## BEHAVIOR MATRIX

The following discipline guidelines, with minimum consequences, are meant to be a guide for students. Consequences may be changed at the discretion of the principal depending upon the severity of the infraction or special circumstances. Repeated incidents of misbehavior will result in more serious consequences.

Offense	Consequences			
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Subsequent Offense
Alcohol, drug use or possession	Recommendation 10 days OSS for expulsion			Principal's Discretion
Bullying: Name calling, Teasing	Warning Parent Contact by Teacher Referral to Counselor and Student Bullying Committee	1-3 days ISS Parent Contact	2 – 3 days OSS	Principal's Discretion
Cell phones, electronic devices – disruption	Confiscate device Turn in to the office Parent Contact	Confiscate device Turn in to the office Parent to pick up at their convenience Parent Contact	1-3 days ISS Confiscate device Turn in to the office Parent pick-up Parent Contact	Principal's Discretion
Classroom Disruption	Warning Parent contact by teacher	ISS for class period Parent contact	ISS for class period 1 – 2 days ISS Parent Contact	Principal's Discretion Office Referral 1 – 3 days ISS/OSS
Dress Code Violation	Allowed to change clothing Parent Contact	½ day of ISS Parent Contact	1 – 3 day OSS Parent Contact	Principal's Discretion
Defiance of Authority	1-3 days ISS Parent Contact	3-5 days ISS Parent Contact	1-3 days OSS Parent Contact	Principal's Discretion
Entering off limit areas	1-2 days ISS Parent Contact	3-5 days ISS Parent Contact	5 – 10 days OSS Parent Contact	Principal's Discretion

False fire alarm false bomb threat	10 days OSS, Notify Law Enforcement			
Falsifying information	1-3 days ISS	3-5 days ISS	1-10 days	Principal's Discretion
Fighting – on campus before, during, or after school, and at extracurricular/athletic events	5 days OSS Juvenile petitions <u>may</u> be filed.	10 days OSS Juvenile petitions <u>may</u> be filed.	10 days OSS Juvenile petitions <u>will</u> be filed.	Principal's Discretion
Horse Play	1-3 days ISS Parent Contact	3-5 days of ISS Parent Contact	1-2 days of ISS Parent Contact	Principal's Discretion
Horse Play Leading to an Injury	1-3 days ISS Parent Contact	3-5 days of OSS Parent Contact	3 days of ISS Possible 3-5 days of OSS Parent Contact	Principal's Discretion
Leaving campus without permission	1-2 days OSS Parent Contact	Possible 3-5 days of OSS Parent Contact	5-10 days OSS Parent Contact	Principal's Discretion
Making threats towards teachers or students	1-3 days OSS Parent Contact	3-5 days OSS Parents Contact	5-10 days OSS Parent Contact	Principal's Discretion
Obscene/inappropriate materials (books, magazines, self-written notes, drawings, videos, etc.)	1-3 days ISS Parent Contact	1-2 days OSS Parent Contact	3-5 days OSS Parent Contact	Principal's Discretion
Plagiarism, cheating on test	Zero grade for Assignment or Office Referral			Principal's Discretion
Public Display of Affection (Kissing and inappropriate touching)	Warning/Counseling Parent Contact and/or Administrative decision 1-3 days ISS	3-5 days ISS Parent Contact	1-2 days OSS Parent Contact	Principal's Discretion
Racial/gender slurs directed at another student	Counseling 1-3 days ISS Parent Contact	1-3 days OSS Parent Contact Parent Conference	5-10 days OSS Parent Contact	Principal's Discretion
Refusal to attend ISS	1-3 days OSS Parent Contact	3-5 days OSS Parent Contact Mandatory Parent conference	5-10 days OSS Parent Contact	Principal's Discretion
Refusing to follow instructions	Warning Parent Contact	ISS for class period Parent Contact	1-3 days ISS for class period	Principal's Discretion
Selling candy or other items	1-3 days ISS Parent Contact	3-5 days ISS Parent Contact	5-10 days OSS Parent Contact	Principal's Discretion

<b>Sexual Harassment</b>	<b>Corrective steps outlined in the County Policy</b>			<b>Principal's Discretion</b>
<b>Skipping Class</b>	<b>1 day ISS Parent Contact</b>	<b>3-5 days ISS Parent Contact</b>	<b>5-10 days ISS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Theft (school items &amp; personal belongings)</b>	<b>Restitution 1-3 days ISS Parent Contact</b>	<b>Restitution 3-5 days ISS Parent Contact</b>	<b>Restitution 5-10 days ISS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Tobacco products and/or paraphernalia Vaping</b>	<b>3-5 days OSS Parent Contact</b>	<b>5-10 days OSS Parent Contact</b>	<b>10 days OSS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Use of profanity/insulting and abusive language/Inappropriate gesture directed at students</b>	<b>1-3 days ISS Parent Contact</b>	<b>1-3 days OSS Parent Contact</b>	<b>3-5 days OSS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Use of profanity/insulting and abusive language/Inappropriate gesture directed at school personnel</b>	<b>1-3 days OSS Parent Contact</b>	<b>1-3 days OSS Parent Contact</b>	<b>Principal's Discretion</b>	<b>Principal's Discretion</b>
<b>Walking out of class without permission</b>	<b>1-3 days ISS Parent Contact</b>	<b>3-5 days ISS Parent Contact</b>	<b>5-10 days OSS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Weapons, explosive devices</b>	<b>Recommendation 10 days OSS for expulsion</b>			<b>Principal's Discretion</b>
<b>Vandalism of school property</b>	<b>Rectify damage 1-3 days ISS Parent Contact</b>	<b>Rectify damage 3-5 days ISS Parent Contact</b>	<b>Possible Law Enforcement 1-5 days OSS Parent Contact</b>	<b>Principal's Discretion</b>
<b>Violation of the Internet/Misuse of School Technology</b>	<b>ISS Parent Contact</b>	<b>1-3 days ISS for class period Parent Contact</b>	<b>Loss of internet privilege for specified time Parent Contact</b>	<b>Principal's Discretion</b>

## Bus Matrix

Offense	Consequences			
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Subsequent Offense
Bullying: Describe behavior	Warning Parent Contact	3-5 days bus suspension Referral to School Counselor and Student Bullying Committee Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Disruptive/Inappropriate behavior	3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Eating or drinking on the bus	Warning Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion Office Referral 1 – 3 days ISS/OSS
Endangering the safety of others on the bus	3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Failure to stay in seat	Warning Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Fighting on campus or bus before or after school, and at extracurricular activities	5 days OSS Juvenile petition <u>may</u> be filed Parent Contact	10 days OSS Juvenile Petition <u>may</u> be filed Parent Contact	10 days OSS Juvenile petition <u>will</u> be filed Parent Contact	Principal's Discretion

Hanging head, hands, and objects out of the window	3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Harassment of other students	1-3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Littering on the bus	Warning Parent Contact Pick up litter	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Making threats to students or bus drivers	1-3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Possession of knives or other dangerous objects, controlled substances, including drugs and alcohol	Recommendation 1- days OSS for expulsion Parent Contact			Principal's Discretion
Smoking/possession of smoking paraphernalia (under 18 prohibited by states law)	3-5 days OSS Notify law enforcement Parent Contact	10 days of OSS Notify law enforcement Parent Contact	10 days OSS Juvenile petition <u>will</u> be filed Parent Contact	Principal's Discretion
Tampering with the possessions of others	Warning Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Talking too loudly	Warning Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Throwing things and/or spitting	3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension	Principal's Discretion

	Parent Contact	Parent Contact	Parent Contact	
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Use of profanity directed toward the bus driver	3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Use of profanity/inappropriate language towards other students	1-3 days bus suspension Parent Contact	3-5 days bus suspension Parent Contact	5-10 days bus suspension Parent Contact	Principal's Discretion
Vandalism of buses	Rectify damage 3-5 days bus suspension Parent Contact	Rectify damage 5-10 days bus suspension Parent Contact	Indefinite bus suspension Juvenile petition <u>will</u> be filed Parent Contact	Principal's Discretion

## IN SCHOOL SUSPENSION (ISS)

ISS is an alternative to, rather than a replacement for the out of school suspension.

The objectives of an ISS include:

1. Encouraging students to develop positive attitudes toward school.
2. Improving school attendance for students who might otherwise be given an out of school suspension.
3. Students will receive assignments while in ISS.
4. Improving public relations by keeping the student in school.

Although improved behavior through counseling is the main thrust of ISS, there will be negative consequences. These consequences include:

1. Isolation from other members of the student body.
2. Alternate lunch schedule.
3. Loss of freedom to socialize and make personal decisions about free time.

Duties and responsibilities of the ISS Coordinator include:

1. Counseling students in a manner that will foster positive attitudes toward school.
2. Supervising students assigned to the ISS classroom.
3. Conducting conferences with students, parents, teachers, and administration.
4. Collecting assignments for students referred to the ISS classroom.
5. Providing instructional assistance to students.

6. Referring students to the principal who possibly need additional services.

**The ISS is beneficial to the student only if certain guidelines are followed.**

**These guidelines include:**

1. Students referred to ISS must report directly to the ISS classroom following homebase or at other times as designated by administration. Failure to report to the ISS classroom could result in immediate suspension.
2. Parents will be notified when their child is given ISS when ISS is the result of a written office referral.
3. Assignments to cover the ISS period will be provided by the classroom teacher.
4. Students will be required to have all textbooks, pencil, and paper when reporting to the ISS classroom.
5. Students given ISS will be given credit for schoolwork completed when work is forwarded to the regular classroom teacher.
6. Students must follow all rules and procedures of ISS or be subject to additional disciplinary action by the principal.
7. The names of students who are given ISS will be posted by the Behavior Specialist.
8. Students who need to use the restrooms will be escorted by the Behavior Specialist at a designated time during the day.

## **ALTERNATIVE PROGRAM**

The Alternative Program at Central Middle School will serve as an alternative placement designed to accommodate the educational and behavioral needs of students who are unable to experience success in the traditional school setting.

The objectives for the Alternative School Program include:

- Focus on implementing a curriculum that will improve students academic success, self-esteem, individuality, and social skills
- Encourage students to develop positive attitudes towards school
- Offer students the benefit of one-on-one instruction
- Ensure that students are taught through a curriculum that focuses in the Common Core and Essential standards
- Prepare students, academically and socially, to transition back to the traditional classroom

In some cases, students who struggle in specified courses may be able to utilize Compass Learning, which is an alternate learning program that focuses on addressing the individual needs of students within individual academic areas.

## **FEDERAL LEGISLATION PROHIBITING DISCRIMINATION**

**TITLE VI OF THE CIVIL RIGHTS OF 1964:** “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

**Title IX OF THE EDUCATION AMENDMENTS OF 1972:** “No person ... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** “No otherwise qualified handicapped individual ...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

## IMMUNIZATION REQUIREMENTS

**Students who were born on or after 7-01-94 are required to have:**

- 5 DPT** (if the 4th dose was received on or after the 4th birthday, then the 5<sup>th</sup> dose is not needed).
- 4 Polio** (if the 3rd dose was received on or after the 4th birthday, then the 4<sup>th</sup> dose is not needed).
- 2 MMR** (the first dose must be on or after the 1st birthday with the 2<sup>nd</sup> dose at least 28 days later).
- 3 Hepatitis B** (students born before 7-01-94 are not required to have).

**Students born on or after 4-01-01 (In addition to the above listed requirements)**

**1 Varicella**

- 1 Tdap** (*Required for all 6<sup>th</sup> grade students. 6<sup>th</sup> Grade students not receiving the Tdap immunization by the 30<sup>th</sup> calendar day of school will not be allowed to return to school as mandated by North Carolina law.*)

### NEW VACCINE REQUIREMENTS

- **Pneumococcal conjugate vaccine (PCV)** – 4 doses by 15 months of age  
The number of vaccine doses required depends on the age of the child when the vaccine series began. Infants born on or after July 1 will be required to have PCV as early as September upon turning 2 months of age. No individual 5 years of age or older is required to receive PCV.
- **Meningococcal conjugate vaccine (MCV)** – 2 doses  
One dose is required for individuals entering the 7th grade or by 12 years of age whichever comes first. Booster dose is required for individuals entering the 12th grade or 17 years of age beginning August 1, 2020. If the first dose is administered on or after the 16th birthday, the booster dose is not required.

### CHANGES TO PREVIOUS VACCINE REQUIREMENTS

- **Polio vaccine** – the booster (4th) dose is required on or after the 4th birthday and before entering school for the first time.
- **Varicella vaccine** – 2 doses administered at least 28 days apart  
One dose is required on or after 12 months of age and before 19 months. A second dose is required before entering school for the first time.
- **Tetanus, diphtheria, and pertussis (whooping cough) – Tdap**  
A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.
- **School Entry from 6th to 7th Grade**  
Simultaneous administration of Tdap and MCV vaccines is allowed at the 11-12 year old recommendation.

Documentation of disease must be from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease. Documentation must include the name of the individual

with history of disease, approximate date or age of infection and a healthcare provider signature.

**Please note:** No child shall attend a childcare facility as defined in G.S. 110-86(3), unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152 is presented to the school or facility. Anyone who is not age-appropriately vaccinated on the first day of attendance shall have 30 calendar days to obtain the required immunizations. Upon termination of 30 calendar days or the extended period, the operator shall not permit the child to attend the facility unless the required immunizations have been obtained.

## **Policy Code: 6125 Administering Medicines to Students**

The board recognizes that students may need to take medication during school hours and seeks to ensure that such medication is administered safely and accurately. To minimize disruptions to the school day, students should take medications at home before and/or after school rather than at school whenever feasible.

School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

The administration of medication to students by school employees will be permitted only according to this policy, any corresponding administrative procedures and upon the proper authorization by a health care practitioner and a student's parent.

For purposes of this policy, all references to "parent" include parents, legal guardians and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants and nurse practitioners.

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter "over-the-counter drugs").

The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A.

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless (1) authorized by and administered by a caregiver in accordance with [G.S. 90-94.1](#) and [G.S. 90-113.101](#) for the treatment of intractable epilepsy, or (2) the CBD or THC

product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.

## **A. Medication Administration by School Employees**

### **1. Conditions for Administering Medication**

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.
- e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

### **2. Procedures for Administering Medications**

The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.

- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
- b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual*.
- c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.
- e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible.
- f. All school personnel who will be administering medications must receive appropriate training.
- g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.
- h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or

her child at any time while the child is on school property, unless otherwise prohibited by this policy.

i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

### **B. Emergency Medication**

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity and/or while in transit to or from school or a school-sponsored event.

### **C. Student Self-Administering Medications**

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property.

Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, asthma or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler or a prescribed epinephrine auto-injector; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan and any relevant administrative regulations; and (3) the requirements of this section are met. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities and/or while in transit to or from school or school-sponsored events.

#### **1. Authorization to Self-Administer Medication**

Before a student will be allowed to self-administer medication pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

a. written authorization from the student's parent for the student to possess and self-administer the medication;

b. a written statement from the student's health care practitioner verifying that:

- 1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
- 2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
- 3) the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma or anaphylaxis episodes and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and

e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

## 2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

### 3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma or anaphylactic medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. -705\(20\)](#), [-794](#), [34 C.F.R. pt. 104](#); [G.S. 90-94.1](#), -113.01; [115C-36](#), [-307\(c\)](#), [-375.1](#), [-375.2](#), [-375.2A](#), [-375.3](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [EXCP-000](#)

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Adopted: March 6, 2014

Revised: July 17, 2017; December 7, 2017; January 7, 2019; January 6, 2020

**Gates County Schools**

# **COMPREHENSIVE HEALTH EDUCATION PROGRAM**

POLICY IGAB

JUNE 28, 2010

Gates County Public Schools is committed to a sound, comprehensive health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The school board recognizes the primary role of parents in providing for the health and well being of their children and seeks to involve parents as provided in this policy. The comprehensive health education program provided by the school system will meet the requirements of the Basic Education Program (BEP), G.S. 115C-81 (el), and aligned state-adopted standards.

## **A. COMPREHENSIVE HEALTH EDUCATION PROGRAM**

A comprehensive health education program must be taught to students from kindergarten through ninth grade. As required by law, the health education program must include age-appropriate instruction on bicycle safety, nutrition, dental health, environmental health, family living, consumer health, disease control, growth and development, first aid and emergency care, mental and emotional health, drug, and alcohol abuse prevention, prevention of sexually transmitted diseases (STDs), including HIV / AIDS and other communicable disease, and reproductive health and safety education.

As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, effective contraceptive methods for preventing pregnancy and awareness of sexual assault and sexual abuse.

## **B. PARENTAL OPPORTUNITIES TO REVIEW MATERIALS AND WITHHOLD CONSENT FOR STUDENT PARTICIPATION.**

Each year before students participate in reproductive health and safety education or in separate instruction on the prevention of STDs, including HIV / AIDS, or the avoidance of out-of-wedlock pregnancy, the principal or designee shall notify parents of the opportunity to review the materials and objectives that will be used in instruction. A copy of all objectives and materials will be available for review.

The principal or designee shall also notify parents of the right to withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as STDs, the effectiveness and safety of contraceptive methods, and awareness of sexual assault and sexual abuse. Parents may also withhold consent to student participation in other separate instruction the prevention of STDs, including HIV / AIDS, or the avoidance of out-of-wedlock pregnancy. Any parent wishing to withhold consent must do so in writing to the principal.

### C. STANDARD FOR INSTRUCTION

For reproductive health and safety education, teachers shall follow the instructional objectives and only use the age-appropriate materials that have been made available to parents for review in accordance with this policy. Information conveyed during instruction will be objective and based upon scientific research that is peer reviewed and accepted by professional and credentialed experts in the field of sexual health education.

A determination of what is an appropriate education for a student with disabilities must be made in accordance with the student's individualized education plan, following all procedures as provided in the North Carolina Policies Governing Services for Children with Disabilities.

Legal References: G.S. 115C art. 9; 115C-36, -81(el); State Board of Education Policies GCSD-000, GCS-F-007; Policies Governing Services for Children with Disabilities.

### ADOLESCENT CARE CENTER (ACC)

The Adolescent Care Center (ACC) is a school-based health center providing a full array of services for adolescents, ages 10 - 19, who are residents of Gates County or attend one of the county schools. The ACC is a joint venture of Gates County Rural Health Services, Albemarle Hospital, and Gates County Public Schools. Located at Gates County High School, the center is between the main building and the Performing Arts Building. Hours of operation are as follows:

Monday	8:00 am-5:00 pm
Tuesday	8:00 am-5:00 pm
Wednesday	8:00 am-5:00 pm
Thursday	8:00 am-5:00 pm
Friday	8:00 am-12:00 pm

It is necessary to bill for medical services. The Adolescent Care Center hopes to keep parental expenses to a minimum. The ACC will accept insurance payments from the various agencies with whom they have agreements. Those without insurance or for those insurance plans where the ACC is not a participant, a sliding scale will be employed. Charges will be calculated on a percentage of the total cost based on family size and income. For those with extreme financial hardships, alternative forms of payments can be arranged.

## **Central Middle School Internet and Google Apps For Education Use and Agreement**

The Internet and other forms of electronic information will be made available to students in order to enable access to educational resources unavailable through traditional means. This access dramatically expands the knowledge base that teachers and students can explore.

The Gates County Board of Education recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace.

Access to these resources will be provided to students and staff with the expectation that it will be used in a manner consistent with the educational objectives of the state of North Carolina. The Gates County School district will provide students with Google Apps for Education accounts. Google Apps includes free, web-based programs including email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the state of North Carolina.

Google Apps runs on an Internet domain purchased and owned by the school and is intended for educational use. Teachers will also be using Google Apps for lessons, assignments, and communication. This program is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

### **Student Information**

The Internet and Google Apps for Education are primarily for educational use. Students who use Google Apps for personal use are subject to the restrictions below and additional school rules and policies that may apply. **The use of the Internet and computer networks is a privilege and may be taken away for violations of board policy or regulations.**

#### **Guidelines for Appropriate Internet Use:**

Students are expected to act in a responsible, ethical, and legal manner.

- Each user agrees to use the computer and Internet only for curriculum-related instruction.
- The use of personal electronic mail is prohibited by students.
- Network storage areas will be treated like school lockers, i.e. they are subject to inspection at any time. Users should not expect that files stored on district servers would be private.
- Users who fail to immediately comply with staff's request or who must be asked to leave an inappropriate site will be subject to disciplinary action. Examples of

inappropriate sites include but are not limited to social network sites, personal e-mail, instant messaging, chat rooms, and discussion groups.

Unacceptable uses include, but are not limited to the following:

- Making purchases, chat rooms, discussion groups, games, and personal e-mails.
- Using another person's password; trespassing in another person's folders, work or files.
- **Use of proxies to bypass the filter.**
- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Changing any setting, configurations or files, (i.e. changing desktop/screensaver to pictures not available on the system).
- Attempting to use software files or applications other than those provided by the school.
- Harassing, slandering, or libeling another person via the Internet or through the use of the network public folder.
- Unauthorized access, including hacking and other unlawful online activities.
- Any malicious attempt to harm or destroy computer hardware, software or data on school system computers and/or networks and on the Internet.

Students are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following:

- Do not use another person's intellectual property without his or her prior approval or proper citation. Assume all communications and information accessed via the network is the private property of the individuals who generate them.
- Do not make unauthorized copies of copyrighted data or licensed software.
- Do not forward personal communications without the author's prior consent.
- Do not reveal your personal address or phone number or those of others.

## **Guidelines for Appropriate Google Apps for Education Use:**

- 1) **Privacy**-School staff, administrators, and parents all have access to student email or monitoring purposes. Students have no expectation of privacy on the Apps system.
  
- 2) **Limited Personal use**-Students may not use Google Apps for the following:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Obscene, profane, threatening, or disrespectful language
  - Threatening another person
  - Cyber-bullying
  - Misrepresentation of Gates County Public Schools, staff, or students. Apps, sites, email, and groups are not public forums. If you post something via email or on a school webpage that disturbs the learning environment in your school, your right to free speech may be limited because the apps are extensions of the classroom space.
  
- 3) **Safety**
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

## **Parent Information**

These are the laws and policies that help to protect our students online:

### **1) Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA-<http://fcc.gov/cgb/consumerfacts/cipa.html>

### **2) Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising

is turned off for Google Apps users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA-<http://www.ftc.gov/privacy/coppafaqs.shtm>

### 3) Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc) but parents may request that the school not disclose this information.

- The school will not publish confidential education records for public viewing on the Internet
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Google Apps for Education files.

FERPA-<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

**Homebase:** \_\_\_\_\_

### Internet and Google Apps for Education Permission Form

I have read the acceptable use policies. I understand if I break any of the rules of this agreement, I will be subject to disciplinary action resulting in loss of Internet privileges, suspended Google Apps account, and/or suspension from school.

\_\_\_\_\_I agree to follow the Internet and Google Apps Policies. I understand that if I don't, I am subject to disciplinary action.

**Student Name Printed:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I give permission for my child to use Google Apps for Education, Edmodo, and/or Open Class to complete activities assigned by the teacher. By doing so, I agree to enforce acceptable use when my child is off District Property.

I give permission for my child and the school to publish student work and photographs online, with the understanding that student last names and confidential personal information will not be published.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CENTRAL MIDDLE SCHOOL CONSENT TO OBSERVE/RECORD**

I hereby consent to the videotaping/photographing/audio-recording of myself, \_\_\_\_\_ . I understand that the material obtained (videotape, audiotape, photographs) will be used for educational purposes and/or for release to public information media. I also understand that said materials may be copyrighted and will be under the sole control of the Gates County Schools.

I understand that I will receive no compensation for my consent to participate in this project. I have read this form and have had the opportunity to ask questions. I hereby represent and warrant that I am of full age, and have every right to contract in my own name in the above regard.

**IF CONSENT IS FOR: A MINOR (UNDER 18), OR A PERSON WHO CANNOT SIGN FOR SELF. COMPLETE THE FOLLOWING:**

I hereby represent that I am the parent and/or guardian or next of kin of \_\_\_\_\_ and that I hereby consent to videotaping/photocopying/audio recording as noted above. I have read this consent form in its entirety.

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature

Witness

\_\_\_\_\_

Relationship

## **COVID-19 PARENT/STUDENT/COMPACT:**

Dear Parents/Guardians:

We value your role in working to help your child achieve high academic standards. The purpose of the **School-Parent Compact** is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

### **School's Responsibility:**

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards. (This includes Remote Instruction during our current COVID-19 Pandemic).
- Assist all students in meeting the Curriculum Standards and Objectives as well as meeting long term goals.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.

Provide opportunities for ongoing communication between you and *teachers* through:

- Parent/teacher conferences.
- Progress reports regarding your child's progress in each academic subject at least once prior to receiving Report Cards.
- Interact with parents and inform them of the student's progress (Email/Remind/Phone Call/Parent Letter).
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers.
- Provide a safe and secure learning environment. (This includes Social Distancing Practices/Wearing a face mask or covering as mandated by the State of NC/Practicing Good Hygiene/PPE as needed in our current circumstances of COVID-19 Pandemic).

### **Parent's Responsibility:**

- Ensure that my child attends school daily and arrives at school on time.
- Encourage my child to follow the rules and regulations of the school, as well as follow all state mandates for COVID-19 Pandemic Guidelines and Restrictions..
- Monitor my child's homework.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- Volunteer in my child's school and classroom if time or schedule permits.
- Communicate positive information regarding teachers, principal, teacher assistants, support, office and other campus personnel when discussing school with my child.
- Seek information regarding my child's progress by conferencing with teachers, principals, and appropriate district personnel.

### **Student's Responsibility:**

- Attend school regularly. (Under Pandemic: Days assigned by School Building Administrator).
- Complete and turn in all classwork and homework assignments on time.
- Accept responsibility for my own actions.
- Show respect for myself, other people, and property.
- Make the effort to do my best to learn.
- Follow school, classroom and bus rules.

**School, Parents, and Student Responsibilities:**

- High student expectations.
- Improve student academic achievement.
- Build and develop a partnership to assist the children of the community to achieve high academic standards.

Please review this **School-Parent Compact** with your child. The contents of the compact may be discussed with you during a parent/teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education. For more information please contact the school.

Sincerely,

Kelly L. Eure  
Principal

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I have read and discussed the contents of the document with my child as it relates to his/her education in Gates County School District.

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Student Name (Print)	Student Signature
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Parent Name (Print)	Parent Signature
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**GATES COUNTY SCHOOLS**

**Handbook and Policies Receipt**

I have read the Central Middle School Student Handbook as well as the following policies: Acceptable Internet Use, Edmodo, and the Consent to Observe/Record Policy. I am acknowledging that I fully understand what is expected of me as a student. By signing this form I agree to comply with all rules and regulations presented in the Handbook and Policies.

**Homebase:** \_\_\_\_\_

\_\_\_\_\_  
Student's name-printed Grade

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Parent's signature Date

**PLEASE SIGN AND RETURN BY 8-31-2020**