

Administrative Corner

Dear Parents,

As your administrators, we take great pride in welcoming you to John Griffin Middle School. Our goals for this year are to provide strong instructional leadership, a positive school climate, a safe and orderly environment, and high expectations for all students with a strong academic program. Believing that all children can learn, we are committed to student success. We encourage students and parents to accept ownership in our goals and know that John Griffin Middle School exists for you. Please accept our best wishes as we continue our journey towards improvement.

Sincerely,
Tommy Dent, Principal
Brittany Ray, Assistant Principal
Ricky Tucker, Assistant Principal

Introduction

Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at John Griffin Middle School. Failure to read this book may cause you to break a school rule. The administration will assume that all students understand the material within this book upon receiving it. It will be the responsibility of each student to secure a copy of this book for easy referral should questions arise. Keep this planner with you at all times!

Whether or not this book is worthwhile will be determined by its usefulness to our parents, students, and teachers. Becoming acquainted with the information contained should prove to be beneficial in that it will develop an informed group with a sense of direction and understanding.

Parents are encouraged to read this handbook and discuss school policies with their child or children.

General Provisions – School Board Policy

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

Accelerated Reading

Reading is a vital part of learning. John Griffin Middle School requires each student to read throughout the year and earn points towards their Reading grade. *The following points are required of all students in all grades for each of the nine weeks:*

- 1st Nine Weeks= 15 points
- 2nd Nine Weeks= 20 points
- 3rd Nine Weeks= 20 points
- 4th Nine Weeks= 15 points

Assemblies

During the school year, several assembly programs are held for the benefit of the student body. The purpose of these assemblies is to showcase student talent and broaden students' cultural scope.

Each class will be assigned a specific area in the gymnasium for assemblies. Students must sit in the assigned area with their homeroom teacher. When in assembly for any purpose, students are to refrain from talking and displaying disorderly conduct.

Students who misbehave during assembly programs will be asked to leave and be subject to disciplinary action. Class dismissal from assembly will take place by sections.

Athletics

1. By State Policy, 6th graders are ineligible for interscholastic athletics
2. Medical Examinations—Each student must have a current medical examination by a duly licensed physician, nurse practitioner, or physician's assistant before he/she will be allowed to begin practice for participation in inter-school athletic contest. The physical cannot expire during the season. In addition, students must have a current concussion and eligibility statement on file with the Athletic Director.
3. Scholastic Requirements – All student-athletes should make academics their priority. Student-athletes must maintain a 2.0, un-weighted, grade-pointed-average, or 70 average for the previous semester in order to be eligible for school sponsored athletic teams. Athletic eligibility is determined from the performance in the semester prior to the athletic season. Fall and winter sports eligibility is determined from grades earned in the previous spring semester. Spring sports eligibility is determined from grades earned in the previous Fall Semester.
4. Birth Certificates – A copy of each athlete's Birth Certificate must be presented to the head coach of each sport.
5. Age of Player - A student may participate in middle school athletic contests during the school year if the athlete will not

- b 15 years of age on or before August 31st of the current school year.
- 6. **Conduct** – Drinking, smoking, and possession or use of drugs will not be tolerated.
- 7. **Disciplinary Action** - Any athlete who is suspended can be dismissed from the team for the remainder of the season.
- 8. **Attendance** – A student must be in attendance for Classes 85% of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports.
- 9. **Insurance** – The student must have insurance coverage by one of the following:
 - A. School Insurance
 - B. Private insurance
 - C. Be a military dependent

Attendance (Absences) “Every Minute Counts”

Reasons for lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observation, deployment activity, or an educational opportunity. With regard to an educational opportunity or deployment activity, **prior** approval must be requested and received from the principal for the absence to be considered lawful.

A student’s absence from school for any reason other than those listed above will be considered unlawful.

Students who are absent for any reason must bring a note from home and **present it to their homeroom teacher** upon returning to school. All notes should contain the following information:

1. Date the note is written
2. Exact date(s) absence(s) occur
3. Exact and specific reason for absence(s)
4. Signature of parent or guardian

School truancy is a serious offense that may result in court action.

It is the responsibility of the student to obtain and complete all assignments missed during the absence.

Books

Books are not to be left in the halls, on top of lockers, in the gym or in the lunchroom. Books are the responsibility of those students to whom they are assigned.

The state of North Carolina provides most materials necessary for your public education. Textbooks are school and state property and should be treated accordingly. When lost or damaged, a fee will be assessed.

Students, who transfer from one teacher to another, must return the book before leaving class. The new teacher will issue the student another book. If the student transfers to another school, return all textbooks to the teacher who issued them to you.

Once the classroom teacher issues a student his/her textbooks, these textbooks become the total responsibility of the student. The same books issued must be returned at the close of the school year or the student must pay for them.

Borrowing

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

Book bags

Book bags, athletic bags, or similar items may be used only for the purpose of transporting books, other school-related materials, and personal effects to and from school. Immediately upon student arrival at school, any book bag, athletic bag, or similar item must be deposited in the pupil’s locker. A student may carry a clear plastic bag or mesh bag for gym clothes.

Bus Conduct

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner. Students may not ride a bus not assigned to them, and those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The school principal or assistant principal has the authority to suspend pupils from the bus for the following infractions:

1. Delaying the bus schedule.
2. Fighting, using profanity, smoking, lighting matches or cigarette lighters, pushing and tripping.
3. Refusing to obey instruction of school authorities.
4. **Tampering with a school bus.**
5. Holding your arms, hands, head or any other part of your body out of the bus windows or doors.
6. Refusing to meet or exit the bus at the student’s designated stop.
7. Unauthorized exiting of the bus when enroute to school or home.
8. Entering or leaving the bus through the Emergency door or through windows (These Exits are used only in emergencies.)

9. Leaving your seat before you reach your destination. (Your feet should remain on the floor at all times and not up in the seats.)
10. Holding or saving seats; refusing to let others sit in unoccupied seats.
11. Shooting rubber bands, water pistols or any device containing water or any other liquid.
12. Playing: throwing trash, paper, gum, or other materials or objects; popping caps or other noisemakers.
13. Punching holes, tearing, cutting, writing, or marking on or willfully damaging any interior or exterior part of the bus. (Punishable by suspension and payment of damages.)
14. Crossing the street at the rear of the bus when entering or leaving the bus. (Cross only in front of the bus.)
15. Causing a distraction by playing radios, i-pods, mp3 players, recorders, or electronic devices on bus.
16. Possessing drinks in cans, bottles or cartons on bus.
17. Talking or singing too loudly, clapping hands, stomping feet, making excessive loud and distracting noises that might endanger the safety of others.
18. Refusing to remain in seats assigned by the bus driver or school authorities.
19. Failing to observe established safety rules and regulations.
20. Eating, drinking and/or littering on bus.
21. Having animals or pets of any kind on the bus.
22. Annoying others by sticking them with pencils, pens, pins, fingers or other objects
23. Possessing objects that will take up another student's seat, block the aisle, or obscure the driver's vision.
24. Students are not allowed to video record or photograph any student images by cell phone, digital camera, video recorder or any other device.

The Cumberland County Schools policy on Search and Seizure extends to students who ride the bus.

Cafeteria *2016 Cafeteria of the Year!!*

Good nourishing meals are served daily in the cafeteria. **No outside fast food may be brought in.** The students may enjoy both breakfast and lunch each day of the school year. The school cafeteria is maintained as a vital part of the health program of the school. In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Talk in a normal voice while in the cafeteria.
2. Keep the cafeteria lines orderly.
3. Never push or run en route to the cafeteria.
4. Return all dirty dishes, milk cartons, and debris to the dirty-dish counter.
5. Food and milk are not to be taken outside the cafeteria.
6. Respect authority of cafeteria duty teacher.
7. Students are not allowed to cut lunch lines.
8. Students are not allowed to save place in lunch lines.
9. Only one lunch may be purchased at a time.
10. No gum is allowed in the cafeteria.
11. Students are to eat in the area designated by their teachers.
12. Students are not to leave the cafeteria until instructed to do so by the teacher or cafeteria supervisor.
13. When your teacher instructs you to leave the cafeteria area, you are to leave as a group.
14. Students are to remain in their designated seated area except when returning trays.
15. Soft drinks in cans or bottles are not permitted in the cafeteria unless purchased in the cafeteria.
16. Parents are invited to visit and share a meal with their child. Please do not bring in any food for any student other than your child.

	<u>Breakfast</u>		<u>Lunch</u>
<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
\$.90	\$0.00	\$2.15	\$.40

Change of Address

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

Check-In

Students are admitted into the school building at 7:10 a.m. Students who arrive at school after 7:30 must report directly to the office. **A parent must accompany the student to check in. After 3 unexcused tardies, students will be subject to discipline.**

Students must be in school a minimum of 3 ½ hours to be counted present for the day. A student checked out before 11:00 a.m. will be counted absent.

Check-Out

Once students arrive on school campus during the school day, they become the responsibility of the school. Students who find it necessary to leave during the day must have their parent or guardian sign them out through the main office. **Under NO circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents accompanying them or granting permission.** Identification will be necessary from the parent when checking out a student. The safety and welfare of our children are of utmost importance to us.

Students checking out before 11:00 a.m. will be counted absent on the homeroom roll. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout.

No checkouts will be allowed after 2:10p.m. This is a busy time for the main office and instructional time does not end until 2:30 when dismissal begins.

Clubs and Organizations

The following are clubs, which are available to the student body for membership. Interested students should contact the club sponsor for membership requirements. Club sponsors will be announced through homeroom. Club period begins after school following the dismissal bell.

Athletics

Pep Squad	Football
Soccer – Boys & Girls	Track – Boys & Girls
Baseball – Boys	Softball – Girls
Volleyball – Girls	Wrestling – Boys/Girls
Basketball – Boys & Girls	

Clubs/Activities

Math Counts	Spelling Bee
Science Olympiad	Chess Club
Junior Beta Club	Forensics
Spanish Club	Art Club
Running Girls	Battle of the Books
Civic Oration	History Bee
Student Government Association	Pirates For Success
Flag Support Team	Admirals Peer Helpers
Rush Club	Anti Bullying Club
J-Culture Club	Pep Band
AYPN	Makers Club
Alyssa's Helpers	Patriotic Pirates

Dress Code

School dress contributes to the school atmosphere. Clean, neat appropriately dressed students advertise the fact that they respect themselves in a way designed to win respect from others. Students are advised to dress with good taste and in doing so contribute to the general pride of the school.

1. No inappropriate signs, emblems, or language on clothing is allowed.
2. Nothing will be worn that will be offensive to any race, religion or gender, or which displays profanity in any form.
3. Items of a *fad nature* are prohibited on campus.
4. Hats, toboggans, sweatbands, bandannas, do-rags or other head coverings are not permitted to be worn or attached/hanging from an article of clothing or other personal belonging. All head coverings must be kept in the locker for the entire school day.
5. Anything to be worn on heads must not be any larger than 1 ½ inches in width, and must be on the part of the head with hair for the purpose of holding the hair back.
6. Coats must be placed in lockers upon arrival at school. Hoodies, sweaters, lightweight jackets are permissible to be worn inside the building.
7. No sunglasses (unless prescribed by a doctor) will be worn; to include wearing them around the neck, on the head, face or on an item of clothing.
8. No sheer or see through fabric in tops or bottoms unless it has solid fabric underneath it that **covers the shoulders and back**; this includes but is not limited to, crochet, lace, sheer or knitted fabrics.
9. No tank tops, belly shirts, spaghetti strap clothing or muscle shirts permitted (Shirts must cover the entire shoulder and back).
10. No undergarments should be visible at any time.
11. No skin-tight clothing. This includes all clothing. Tops, dresses, shirts, compression garments, leggings, jeggings, yoga pants or any other skin tight clothing will be considered undergarments and must be worn with appropriate dress attire which comes to no less than “finger tip” above the knee.

- a. **Finger tip test:** Stand at attention with finger tips pointing at the floor. No dress, shorts, skirt, shirt or other attire acting as the final covering may be higher than the finger tips
12. No dress, skirt, or shorts (to include PE shorts) higher than the finger tips. This includes the under lining of clothing such as hi/low or double layer dresses/skirts.
13. No clothing that shows the body's midsection/ torso or cleavage is allowed.
14. No sagging pants allowed. Sagging will be defined as; pants low enough to allow whatever is under the pants, regardless of how many layers exist, to be visible.
15. No pants, skirts or dresses with holes, slits, frayed or shredded areas above the knees where skin is exposed.
16. No bedroom attire or bedroom shoes/ slippers may be worn at any time.
17. Shoes or sandals must be worn at all times.
18. No wallet chains or chains on clothing at any time.
19. Key holders around the head or neck area are not allowed.
20. No spikes on shoes, clothing or accessories.
21. No cleated athletic type shoes will be worn inside the building at any time.

Noncompliance with the rules listed above may result in disciplinary action.

Emergency Information

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

Edmodo

Improper use of Edmodo will result in the student being blocked for the remainder of the school year. This will also result in the student being disciplined by school administration.

Fire Drills

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

Financial

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

Food

All food items brought to school will be consumed in the cafeteria during lunch hours. The consumption of food or drink items will not be permitted in the classroom, hall, and restrooms. Food items are not to be sold by students during the school hours.

Grading Scale

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

Guidance Department

John Griffin Middle School provides an assortment of guidance services for the benefit of the student body. These services are intended to help the student to learn about his abilities, skills, interest, and the world around him at work, as well as how each subject and activity of the school contributes toward his future success.

Students are encouraged to arrange conferences with a counselor about such things as grades, personal problems, and educational or vocational planning. Students must secure a pass from their teacher to go to the guidance office to set up an appointment time and must secure a pass from the counselor to return to class. Appointments may also be made before and after school.

John Griffin also has a full-time Social Worker, whose main function is to identify and assist in removing barriers to learning, while promoting wellness and student success. This is carried out through direct services, such as home visits, and

enforcement of the compulsory attendance law, as well as advocacy for students and families, and serving as a liaison between the home, school and community.

Gum and Candy

Gum and candy are prohibited, unless express permission is given by the student's teacher..

Hall Passes

Each student is required to have their time tracker when they are out of class. Failure to have a hall pass will result in immediate discipline.

Homework

Each teacher has been strongly encouraged to assign homework each school day. A recommendation of 10 minutes of homework per grade is our standard. 6th graders should average 60 minutes of homework per evening; 7th graders at 70 minutes; and 8th graders at 80 minutes. Research proves that homework increases the probability of learning and retention. Homework is directly correlated with achievement and is considered an essential part of the student's learning. If a student is not engaged in homework activities, the parent is encouraged to contact the teacher.

Hours of Operation

Students and parents are advised that the official hours of operation at John Griffin Middle School are 7:00 a.m. – 2:30 p.m. **SUPERVISION FOR STUDENTS WILL BE PROVIDED DURING THESE HOURS ONLY.** Athletic events and school-sponsored activities are the exception. Students who are attending athletic events must exit campus and return no more than 15 minutes prior to event. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

Loitering

Loitering is considered "Disorderly Conduct". John Griffin students loitering on the Honeycutt Elementary school campus are subject to school discipline. Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus after 2:45 pm unless involved in extracurricular activities under the supervision of a teacher. Students are not allowed to arrive to school before 7:00 a.m. as there is no adult supervision before that time.

Lost and Found

The Lost and Found is located directly across from the Cafeteria. Students are encouraged to visit the "Lost and Found" when looking for misplaced clothing or other items. No lunchboxes are kept in the lost and found for sanitary reasons. Prior to being discarded, lunch boxes are placed on a bench next to the lost and found room. Unclaimed clothing is donated to community organizations such as Goodwill, Hope Harbor, etc.

Make Up Work

Once missed, classroom discussions, programs, and any group instruction can never be completely recovered or made up. However, a student is allowed to make up his work, so far as possible, when he has missed school for illness or emergency, or another reason which is classified under the Board of Education Attendance Policy. Immediately upon his return to school he should ask his teachers for detailed assignments covering the work missed to arrange to complete such make-up. Work must be completed within 5 days after the student returns to school. The burden of responsibility for completing make-up work rest entirely upon the student rather than the teacher.

If a student is **suspended from school**, as much as possible, make-up work will be provided within 48 hours after the suspension. It is the student's responsibility to complete all make-up work within 5 school days.

Media Center

We offer a variety of library services to students including both print and electronic resources. Students will come with ELA teachers on a rotational basis for instruction and to check out books. Some things to remember:

1. Students will be given a barcode which will serve as the patron's library card. This will be affixed in the planner and must be presented in order to check out books. Additionally, students are required to have the hall pass section signed in the planner when visiting the media center individually.
2. Patrons must sign in upon entering the media center when not with a class.
3. Items checked out from the library are the responsibility of the student. **OVERDUE FINES ARE FIVE CENTS PER SCHOOL DAY. LOST BOOKS MUST BE PAID FOR BY THE STUDENT.**

4. Books may be checked out for three weeks, and may be renewed one time.
5. Gum, food, and candy are not allowed in the media center.
6. If a barcode is lost, students must pay \$1.00 for processing in order to get a new one.
7. JGMS students must have parental permission to use the Internet at school. This form is located in the student planner, and must be visible when accessing the Internet. The exception is when accessing Destiny or Renaissance Place.
8. If a student pays for a lost book and that book is returned during the school year, the cost of the book will be refunded less \$1.00 for overdue charges.
9. Students use their own log-in credentials when using the school computer network. Doing so will access each student's personal folder and allow documents and files to be saved. Students can access their student folder from any networked computer in our building. (This is pending changes by CCS Technology.)
10. In order to access library accounts students will sign up for a Destiny account in 6th grade during a media center lesson. Students who transfer in to JGMS will also be instructed to set up an account. This will allow students to see due dates for books and fines owed. It will also enable students to place books on hold. Students can see books in our catalog at any time via the Destiny website: <http://destiny.ccs.k12.nc.us>. Parents are encouraged to have students check this account at home.
11. The media coordinator can provide instruction for using electronic books that can be read on your home tablet or device.
12. We are currently using Renaissance Place for accessing Accelerated Reader tests. Parents should sign up for Home Connect in order to keep up with a child's reading record and to receive e-mails when tests are taken. We also encourage students to use www.arbookfind.com to determine if a test exists for a book. This information is available on our school website: www.jgms.ccs.k12.nc.us for these sites under "Helpful Links".

Medicine

Absolutely **no** medication, including aspirin, will be given by school personnel. Students on medication prescribed by a doctor may leave their medicine in the office to be taken under the supervision of school personnel. Proper forms must be completed.

Lockers

Your homeroom teacher will assign lockers. You are responsible for the upkeep of your locker. You should purchase a lock from the office; this lock then becomes your personal property. **All locks used on school lockers must be school purchased. The cost of a school lock is \$7.00.**

Students are reminded that their lockers are state property, and may be subject to inspection by school personnel at any time. Students are not allowed to mark on a school locker or place any decal or sticker on their locker. Valuables such as band instruments, personal property, etc. should never be left in your locker overnight.

STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR PERSONAL PROPERTY LEFT IN THE LOCKERS.

Non-Educational Items at School

Students are **prohibited** from bringing items such as headphones, cell phones, i-pods, mp3 players, cameras, games, PSPs, hats, sunglasses, books, squirt guns, and/or spiked or studded belts and wristbands, etc., to school.

These items will be confiscated and secured in the Main Office. The student will be informed that their parents must pick-up the item no earlier than the next school day. Items not claimed by June 30, 2017 will be discarded. The school accepts no responsibility for confiscated items stolen from Administrative offices.

Students can avoid this possibility by not bringing these or similar items to school.

At no time is a student authorized to photograph or otherwise make a digital/ electronic reproduction of another student.

Parent Conferences

If problems arise concerning students at John Griffin Middle School, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office, 910-424-7678. All conferences will be made during a teacher's planning period. Please allow the school sufficient time to set up conferences.

School Appearance

John Griffin Middle School takes pride in the appearance of its grounds, buildings, and furnishings.

The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities.

All students are called upon to do their part in observing common courtesy and in being mindful of all

efforts made on their behalf. Students are asked to pick up paper and deposit it into trash cans, either in the classroom, hallway, or other areas.

Student Government Association

The Student Council is an organization to better serve the needs of students. The members of the council are your voice in student government. Each team will elect a representative to attend the student council meetings to be held at least once a month.

Student Council elections will be held in the fall of each year and additional information will be provided to students at that time. Officers will meet once a month with a principal to discuss important issues.

Tardiness

Tardiness to class is handled by each teacher within the class. Excessive tardiness will require a parent-pupil-administrator conference. Students arriving late to class will face some form of disciplinary action. Any student who is not in his/her assigned classroom seat when the tardy bell rings is considered tardy. On the third unexcused tardy to the same class, student will be subject to administrative action.

Telephone Use

Students will not be allowed to use the school telephone before, during, or after school except in case of illness or emergency. **We cannot allow the school phone to be tied up due to lack of planning on your part; make the necessary arrangements before leaving home.** Students are not allowed to use their cell phones to call or text during the school day.

Theft Prevention

The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. **THE SCHOOL CANNOT BE RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN.** Listed below are some hints to prevent theft.

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

Use of Restroom Facilities

Students will only be given permission to use the restroom during class in case of emergency. We enforce this policy for the protection of class time. Students have five minutes between classes to take care of personal needs.

Visitors at School

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

Weather

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

Withdrawals and Transfers

The procedure for withdrawal is as follows:

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

Middle School Promotion Requirements

In order to be promoted from grade 6 to grade 7 and grade 7 to grade 8, each student must earn a passing grade of 60 in Language Arts, Math, Social Studies and Science. Additionally, students must earn a passing grade of 60 in one of the following: Health/P.E., Vocational, Cultural Arts, Foreign Language, or any approved elective.

Grade 6, 7 and 8 Requirements

A passing grade in:

1. Language Arts
2. Math
3. Science
4. Social Studies
5. One other course

Daily Schedule

<u>Time</u>	<u>Activity</u>
7:00	Non-team Teachers at duty station
7:10	Team Teachers in classrooms
7:30	Student tardy bell rings
7:30-7:45	Homeroom
7:50-8:40	1 st period
8:45-9:35	2 nd period
9:40-10:30	3 rd period
10:35-11:25	4 th period
12:05-12:50	5 th period
12:55-1:40	6 th period
1:45-2:30	7 th Period
2:30	Announcements/Dismissal

Non-Discrimination Statement

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational program, activities, or employment policies as required by title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA). Compliance with the requirements of Section 504/ADA is coordinated by Mrs. Natasha Scott, Cumberland County Schools, P.O. Box 2357 Fayetteville NC, 28302; phone (910) 678-2433.

Internet Use Agreement

User's Full Name (please print)

Home Address

I understand and will abide by the Cumberland County Schools Internet Use Policy and understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

User Signature

Date ____/____/____

Parent or Guardian (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the Internet Use Policy for Cumberland County Schools. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold the school system responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Internet Use Policy and hereby, give my child permission to use the CCS network.

Parent/Guardian's Name (please print)

Signature

Date ____/____/____

*Adopted by the Cumberland County School Board of Education on April 23, 1996.
Revised July 15, 1999. Editorial Revision June 12, 2007. Cumberland County*

I have read and understand the rules of the John Griffin Middle School Student Handbook.

Student Signature

_____ **Date** _____

Parent Signature

_____ **Date** _____

Middle School Science Safety Contract

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities, which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety acknowledgement. These rules must be followed at all times. Two copies of the acknowledgement are provided. One copy must be signed by both you and a parent or guardian before you can participate in the laboratory. The second copy is to be kept in your notebook as a constant reminder of the safety rules.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times. Horseplay, practical jokes, and pranks are dangerous and prohibited.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know the location of the fire alarm and exits.
11. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately if you observe any unsafe conditions.
12. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor.
13. Labels and equipment instructions must be read carefully before use. Set up and use equipment as directed.
14. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
15. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments.
16. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during a laboratory activity; containers must be closed and any electrical equipment turned off.
19. When using knives and other sharp instruments, always carry with tips pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
20. Always carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.
21. If you have a medical condition (e.g., allergies, pregnancy, etc.), notify your instructor and check with your physician prior to working in the lab.

CLOTHING

22. Goggles must be worn any time chemicals, heat, or glassware are used. Never remove goggles during an experiment. There will be no exceptions to this rule!
23. Dress properly during a laboratory activity. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed during labs.
24. Wear aprons when instructed.

ACCIDENTS AND INJURIES

25. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
26. If you or your lab partner are hurt, immediately notify the instructor.
27. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Have your lab partner notify the instructor immediately

HANDLING CHEMICALS

28. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
30. Never return unused chemicals to their original containers.
31. When transferring reagents from one container to another, hold the containers away from your body.
32. Acids must be handled with extreme care. You must follow the proper method shown when diluting acids.
33. Handle flammable or hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
34. Never remove chemicals or other materials from the laboratory area.
35. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE & EQUIPMENT

36. Carry glass tubing, especially long pieces, in a vertical position to minimize risk of breakage and injury.
37. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
38. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
39. Never immerse hot glassware in cold water; it may shatter.
40. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
41. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
42. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
43. If you do not understand how to use a piece of equipment, ask the instructor for help.

HEATING SUBSTANCES

44. Never leave anything that is being heated or is visibly reacting unattended. Always turn hot plate off when not in use.
45. Follow all instructions for the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
46. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use hot hands if necessary.
47. Never look into a container that is being heated.

AGREEMENT

I, _____ (*student's printed name*) have read and agree to follow all of the safety rules set forth in this acknowledgement. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety acknowledgement that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature _____

Date _____

Dear Parent or Guardian:

I feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/ laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this acknowledgement is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this acknowledgement indicates that you have read this Student Safety

Acknowledgement, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent/Guardian Signature _____

Date _____

My Passwords

Whenever possible, use hints, such as, “My Birthday”, Mom’s middle name”, etc.

Item/ Source/ Hint	Username or Hint	Password or Hint
School Net		

Photographic/Videotaping Permission

The Cumberland County Schools uses photographs, slides, videos or illustrations of students for many purposes. Some examples include, but are not limited to, newsletters, annual reports, brochures, presentations, videos, new stories produced by the school system onto our web site and other news media, or in other similar forms of communication.

This form allows you as a parent or guardian to choose whether your child may be in a video, photograph, or other illustration used by the Cumberland County Schools or other news media sources.

Check one:

_____ I give permission to the Cumberland County Schools or other news media to make photographs, videos, or illustrations of my child. Further, I authorize their use without inspecting or approving the finished product or its specific use.

_____ I do not give permission for my child to be included in presentations by the Cumberland County Schools or the news media.

Parent/Guardian Name

Student's Name

Date of Signature

Date of Signature

Street Address

Student's Grade

City State Zip

Student's Teacher

My Recipe for Success

Name: _____ Grade: _____ Team: _____

EOG – Test 2016				EOG – Test 2017			
Academic Area	Scale Score	Growth Needed	2015 Goal	Academic Area	Scale Score	Actual Growth	Final Scale Score
Reading		5		Reading			
Math		5		Math			
				Science-8			

Benchmark/SchoolNet Test

BENCHMARK TEST

Test	Pretest	First Nine Week	Second Nine Week	Posttest
Reading				
Math				
Science-8				

I understand that I have set my goal for this school year to include at least a year's worth of growth. In order to qualify for any EOG incentives, I must reach my scale score goal indicated above in Math and Reading. I will track my progress toward these goals each nine weeks.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

