

Carver Middle School

Mr. Patrick Peed, Principal

**18601 Fieldcrest Road
Laurel Hill, NC 28351**

(910) 462-4669



2019-2020 Student/ Parent Handbook



Like us on Facebook – Carver Middle School Eagles

Hello Eagle Family!

On behalf of the faculty & staff of Carver Middle School, I am excited to welcome each of you to the 2019-2020 school year!

The middle school years are an important phase in the development of our children. It is during middle school that students begin to truly set the direction for their adult lives. There will be opportunities to explore career options, to become more involved in extracurricular activities, and many of our students will even begin taking high school courses.

At Carver, our goal is that every student be provided the support and guidance necessary to build a solid foundation for high school and beyond. To reach this goal, staff, families, and the communities we serve must work together to push and encourage our students. I value this partnership and look forward to seeing it grow in the coming school year.

I truly believe that Carver can lead the way in 2019-2020. Watch our Eagles soar to great heights!

Sincerely,
Patrick W. Peed
Principal, Carver Middle School



322 South Main Street
Laurinburg, North Carolina 28352
(910) 277-4459 • fax (910) 277-4311

August 26, 2019

Dear Parents:

Scotland County Schools continues to review and evaluate its school transportation program to provide the safest, most effective student transportation with available resources. For the 2019/2020 school year, bus routes have been amended, where possible, to reduce student ride time, reduce mileage and better utilize seating capacity of the buses.

Safety at the bus stop is of great importance to Scotland County Schools. The Transportation Information Management System (TIMS) assigns your child to a stop. The Department of Public Instruction provides this program to our school system and we are expected to follow all of the program's guidelines. The bus stop assigned to your child may not be directly in front of your residence. Your child may be required to walk a short distance to a bus stop assigned to several children. Stops must be in safe areas with appropriate visibility. Stops must be right side only on streets and roads with more than two lanes.

Pre-Kindergarten, Kindergarten, First, Second grades, other designated elementary students and EC students must be met at the bus stop/home at the end of the school day. If no one is at the bus stop to receive these students, they will be taken back to school.

Your child's school will send home additional information concerning transportation. If you have any questions, please contact the school, the Transportation office or visit our webpage at www.scotland.k12.nc.us. (click on departments, then Transportation). Thank you for your cooperation and support of our student transportation program.

Sincerely,

A handwritten signature in black ink that reads "Julius Dockery". The signature is written in a cursive style with a long, sweeping underline.

Julius Dockery, Transportation Director

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Mission Statement

It is the mission of Carver Middle School to provide a nurturing environment of educational excellence in which students can soar as lifelong learners.

Vision Statement

Carver Middle School provides each student with a safe and nurturing learning environment that supports them academically, socially, physically, emotionally, and artistically. We will prepare students to be 21st Century digital citizens who communicate through critical thinking, collaboration, and creativity to become college and career ready. By appreciating diversity and cultural heritage, staff, students, parents, and community members will work together to create accepting learning environments. We will increase pride in our school and community by creating relationships among these participants.

Belief Statements

As Carver Middle School staff, we believe:

1. All students will succeed with support and data driven interventions.
2. All students will be provided with multiple, individualized strategies to succeed.
3. All students will be engaged in real-world learning through rigorous instruction.
4. All staff and students will have good relationships to promote learning and collaboration.
5. All staff members will provide all students with equal access to curriculum through data driven instruction that yields positive results.
6. All staff share responsibility for meeting the needs of each student by connecting school, home, and the community.
7. All staff members are accountable for student success.

PBIS Eagle Creed

We are Carver Middle School **E.A.G.L.E.s**
We demonstrate **EXCELLENCE** in all we do
We hold each other **ACCOUNTABLE**
We seek **GUIDED LEADERSHIP**
We learn & lead in **LOVE**
We make each day an unforgettable **EXPERIENCE**
We are Carver Middle School **E.A.G.L.E.s**

School Mascot: Eagle

School Colors: Royal Blue, Black & White

**Carver Middle School
2017-2018 Faculty & Staff
Mr. Patrick Peed, Principal
Mrs. Charlotte McMillian, Assistant Principal
Mrs. Wenona Mishue, Assistant Principal**

6TH GRADE

Nancy Adkins – Science
Melanie Meredith – Science
Libby Ingram – ELA
Andrea Crawford – SS
Keisha Streater – ELA/SS
Kacy Schattauer – Math
Niki Williams – Math
Erica Whitt- Science
Melissa Butler – Math
Sherika James-South – ELA/SS
Scottie Locklear – Career Exploration

7TH GRADE

Joseph Baranik – Science
Shannon Matthews – Math
Vincent Parnell – ELA/SS
Jonathan Woods- Social Studies
Alberto Domingo – Science
Shandira Colebrooke – ELA
Jessica Obrial – Math

8TH GRADE

Stephanie Van Hassel – ELA
Jeremiah Moore – SS
Christy Blue-Locklear – Science
Barbara Wheeler – Math

STEM ACADEMY

Michael Sabunod– 7th Science
Dara Hyatt – 7th Math
Sarah Havener – 7th ELA/SS
Roshein McClain-7th CTE
Lyndell Commander – 8th ELA
Lamont Graves—8th SS
Christi Liles — 8th Science
John Martin – 8th Math
Catherine Gates- 8th CTE

EC DEPARTMENT

Nikki Bowen—EC Teacher
Holly Conlon – EC Teacher
Kristal Fields – EC Teacher
Rose Fitzpatrick—EC Teacher
Melody Bergstresser - EC Teacher
Wanda Harmon – EC TA
Jaquarinia Ingram- EC Teacher

ELECTIVE TEACHERS

Casey Bormet – PE
Rodney Patterson – PE
Linda Covington – CTE
Jennifer Fore – Band
Jennifer Lawson – CTE Health/Science
Georgia Miller --- Spanish
Marianne Peters – Music
Joanne Peterson – Art
Roosevelt Pridgen – CTE

SUPPORT STAFF

James McLean – Dean of Students
Michael Patrick – Attendance Liaison
Antoinette Diggs – ISS Coordinator
Nakia McDougald - Instructional Facilitator
Kim Phillips – Social Worker
Angela Purcell – Media Specialist
Linda Smid – Counselor
Emily Smith – Mental Health Worker
Sheronica Smith – School Resource Officer
Rachel Varner – Teaching Assistant
Rebecca Winter – Nurse
Justin McLean – Behavior Support
August Chavis – Indian Ed

OFFICE STAFF

Sherry Kelly – Receptionist
Beverly Williams-Dockery – Bookkeeper
Tanya Haywood– Data Manager

CUSTODIANS

John Baldwin
Brenda Gibson
Chester Jefferson

CAFETERIA

Beverly Jones
Katie Blackmon
Sandra Britt
Deborah Jackson
Flora McCoy
Judith Meyers
Sharon Pate
Rosa Stewart

Student and Parent/ Guardian Rights and Responsibilities

For more information, please visit the Scotland County School's Bulletin and the Scotland County School Board Policy Code 4300-A: Student Rights and Responsibilities.

Parent/Guardian Responsibilities

1. To teach the child self-discipline and respect for authority.
2. To see that the child attends school regularly.
3. To see that the child is prepared and has necessary materials.
4. To familiarize the child with the discipline policy and regulations.
5. To provide the school with a current telephone number through which he/she can be reached during the school day.
6. To come to the school to get the child when necessary.
7. To be available for conferences when necessary.
8. To cooperate with the school for the benefit of the child.

Student Responsibilities

1. To be aware of and follow system-wide policy and regulations and school guidelines regarding acceptable behavior.
2. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
3. To refrain from physical force; verbal abuse; threats; blackmail; the use, sale, or exchange of alcohol or any illegal drugs; smoking or use of other tobacco products; stealing; vandalism; and any other illegal activities.
4. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
5. To attend classes regularly and punctually with necessary materials and preparation.
6. To follow policy and regulations for every event considered part of the school program, regardless of the time or place.
7. To furnish identification at the request of any staff member.

Civility of Parents, Spectators, Other Visitors and School Employees:

The Scotland County Board of Education seeks to promote mutual respect, civility and orderly conduct between and among Scotland County Schools' employees, volunteers, parents, spectators, and the general public. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, coaches, staff, parents and other members of the community.

To view the policy in its entirety, please visit the Scotland County School Board Policy Code 5021: Civility of Parents, Spectators, Other Visitors and School Employees.

Student Attendance

Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Such records will be maintained by the classroom teacher, principal and Data Manager. Absences must be reported to the Data Manager. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

Attendance Standard

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, a student must attend a specific class a minimum of 50 percent of the period in order to be counted present for the class.

Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian or an on-line Student Absence Explanation Form, available on the school's home page, completed by the parent or guardian must be presented to the school on the day returning after an absence. The student should give this note to their homeroom teacher, to be turned into the office.

Absences due to extended illnesses will require a statement from the physician. If the student does not present a note, written or electronically, within five days, the absence will be coded as unexcused.

The school will code absences in accordance with state guidelines, which provide that an absence may be coded "excused" for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. pregnancy (and related conditions) or parenting, when medically necessary;
6. participation under subpoena as a witness in a court proceeding;
7. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal. Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.

8. When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page;
9. LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.

The conditions under which the local schools may approve excused absences are:

1. The parent must submit the request for the absence in writing;
2. The absence is pre-approved by the principal;
3. Missed work is completed and turned in within the school's allotted time period.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period

Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to arrive at school on time and be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be assigned in-school suspension at the discretion of school administration for up to two days for such offenses.

Compulsory Attendance Law Reporting

The principal will notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences. Students may be suspended for up to two days for truancy.

- a. After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.
- b. After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. Once the parents are notified, the school social worker may work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.
- c. After 10 accumulated unexcused absences in a school year, the principal

shall review any reports to or investigations produced by the school social worker pursuant to [G.S. 115C-381](#). The principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not met his/her obligations, the principal or designee may notify the district attorney. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the principal determines that the parent has met his/her obligations, the principal may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Middle School Attendance

As a local promotion standard, a middle school student may not miss more than 10 days of school a year or must be present more than 94.4% of the days he/she is enrolled in middle school. The student must make up time for each day of absence over 10 days during the school year. When a student accumulates more than 5 absences, he/she may begin to attend make up sessions/days as designated by the school. Makeup sessions/days could include before and after school learning labs, workdays, and summer school.

For the purpose of promotion and retention, 5 tardies and/or early dismissals equal one day's absence.

When a student has been absent for more than 10 days and has failed to make up the time missed, he/she will be referred to the principal/designee as a candidate for retention. The principal/designee will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the local promotion standard.

If the student has accumulated more than 10 absences and has not made up the required time by the end of the last grading period, he/she will be retained in the current grade. The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, such as summer school. If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

Parents/guardians who feel that extenuating circumstances have resulted in their child missing more than 10 days may request an attendance waiver through the school attendance committee. Waiver requests must be submitted within 5 days of return to school. The committee will review the waiver requests and determine if the student must make up the missed days.

Tardies: Attendance at Middle School is for the purpose of obtaining an education. Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. Tardiness due to traffic is not an excused tardy. Excused tardies are accepted only when accompanied by a written note for reasons listed below:

1. personal illness;
2. death in the immediate family;
3. medical appointment as verified in writing by the physician or his/her designee;
4. miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority;
5. court summons;
6. religious holiday; and
7. tardy that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom and permitted only if a comparable opportunity will not be available at a time other than during school hours. The principal shall determine if the amount of time missed is of reasonable length. This tardy must be approved beforehand.

When late to school, parents/ guardians must sign in tardy students. They must report straight to the office. The office will be responsible for verifying the tardy and issuing an admission slip. Excessive tardies will lead to a conference and/ or home visit by the school social worker, Attendance Liaison, CARE Coordinator or administration.

Listed below are consequences for unexcused tardiness:

- 1st Tardy-verbal warning
- 2nd Tardy-tardy letter sent home via student
- 3rd Tardy-parent will be called by teacher and notified that student will serve 1 full period of ISS assigned by the teacher for the next class period.
- 4th Tardy-½ day ISS - assigned by Administration
- 5th Tardy-all day ISS - assigned by Administration
- 6th Tardy-parent conference required

The Tardy Policy will start over at the beginning of each 9-week grading period.

Make-Up Work Opportunities

All students are required to make up missed work regardless of whether the absence is excused or unexcused or short-term out-of-school suspensions. (See also policy [4351](#) Short-Term Suspension). The school will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. The principal will implement specific procedures for students to make up work.

Checking Out Early

Students and parents must choose between their school obligations and responsibilities and those demands not related to school. Students who leave campus without permission from the office will be subject to appropriate disciplinary action.

1. Students will not be called out of class after 2:50 P.M. unless it is to attend a scheduled medical appointment. An appointment card must be presented in order to call the child out of class.
2. In order to protect the safety of all students, only those individuals listed on the student information form by the parent/ guardian will be allowed to sign out a student. Anyone checking out a student should be prepared to show a picture ID.
3. Valid reasons for checking out are the same as those for excused absences, and all absence procedures and policies apply, as discussed in this section.

Attendance at School Functions

Students represent Carver Middle School wherever they go, especially at school functions. These events are an important part of students' lives. Student conduct, school spirit, and attire all contribute to the impression CMS makes upon others. The same code of conduct consequences that are in effect during the school day are also in effect for all school-related activities/functions on our campus or any Scotland County school campus. Students must be counted present for the full day to be eligible for any afterschool function to include, but not limited to dances, sporting events, and the 8th grade social.

Excerpts taken from SCS Board Policy Code 4400: Attendance

Student Code of Conduct

For specific Code For Student Conduct policy explanations, consequences and more, please visit the Scotland County School's Informational Bulletin and the Scotland County School Board Policy Code 4300-B: Students Code of Conduct.

A. STATEMENT OF PURPOSE

The primary purpose of the Scotland County Schools is to promote learning for all students. Good teachers, a safe learning environment, and regular attendance by students are all necessary to accomplish this purpose. In order to promote a proper learning environment, the Scotland County Board of Education has established a Code for Student Conduct as a guide to students, parents, and staff in meeting expected standards of student behavior both at school and in attendance at all school-sponsored activities.

B. OVERVIEW

Rules of behavior exist in our society to ensure that the rights of individuals are protected from interference by other individuals and to ensure that the purposes for which society exists are effectively accomplished. The statement of individual rights embodied in the Board's Code for Student Conduct is provided to establish a common understanding among students, parents, and teachers of the rights and responsibilities of students concerning their behavior in school. The Code for Student Conduct states what behavior is expected and why it is expected. It is to serve as an instructional guide for teachers and parents in their efforts to teach students some of their responsibilities as members of the school community. It is also to serve as a reference for holding students accountable when their behavior violates one of these expectations at school, traveling to or from school on a school bus, or at a school-sponsored activity either on or off campus. In order to assure the rights of every person at school, each student is responsible for observing the laws of the United States and the State of North Carolina, the policies and rules established by the Board of Education, and the rules which are specific to his or her school and classroom.

This statement is not intended to restrict in any way the authority of principals to make such rules as they are authorized by law to make for the governance and operation of their respective schools or the authority of teachers to make such rules as they are authorized by law to make for their respective classes. Each school and each grade level has unique situations which require special provisions. In particular, the establishment of procedures for orderly school operation must apply to each school situation. The procedural requirements for the conduct of discussions, distribution of materials, sharpening of pencils and the like must be determined by each teacher. Likewise, procedural rules for the use of areas outside the classroom such as the media center,

lunchroom, or hallways must also be designed for each situation. The staff of each school is expected to establish such rules as are needed.

C. STUDENT CODE OF CONDUCT POLICIES

The Scotland County Student Code of Conduct Matrix provides a snapshot of the most severe consequences for each offense violated by a student. Within the Student Code of Conduct, Administrators have the authority to use other consequences up to Out of School Suspension when appropriate. These consequences consist of Timeout, Guidance Referrals, In School Suspension (ISS) and other school based policies and procedures. The Scotland County School Student Code of Conduct consists of the following policies:

- Policy 4300 – Student Behavior Policies
- Policy 4300A – Student Rights and Responsibilities
- Policy 4300B – Student Code of Conduct
- Policy 4301 – Authority of School Personnel
- Policy 4302 – School Plan for Management of Student Behavior
- Policy 4310 – Integrity and Civility
- Policy 4315 – Disruptive/Disruptive Behavior
- Policy 4316 – Student Dress Code
- Policy 4318 – Use of Wireless Communication Devices
- Policy 4320 – Tobacco Products-Students
- Policy 4325 – Drugs and Alcohol
- Policy 4328 – Gang Related Activity
- Policy 4330 – Theft, Trespass and Damage to Property
- Policy 4331 – Fighting, Bullying, Assaults, Threats and Harassment
- Policy 4333 – Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety
- Policy 4340 – School Level Investigations
- Policy 4341 – Parental Involvement in Student Behavior Issues
- Policy 4342 – Student Searches
- Policy 4345 – Student Discipline Records
- Policy 4351 – Short-Term Suspension
- Policy 4352 – Removal of Student During the Day
- Policy 4353 – Long Term Suspension, 365-Day Suspension, Expulsion
- Policy 4370 – Student Discipline Hearing Procedures
- Policy 4400 – Attendance

Bullying

Carver Middle School upholds SCS Board of Education policy 1710/4021/7230. Please see SCS Student Information Bulletin for specifics regarding the Bullying policy. In addition, students will receive a copy of Carver's bullying pledge, along with educational information throughout the year in order to help identify, reduce and stand up against bullying.

Dress Code

For more information, please visit the Scotland County School's Informational Bulletin and the Scotland County School Board Policy Code 4316: Student Dress Code.

The Scotland County School 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 is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any 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 provocative or obscene; or
4. endangers the health or safety of the student or others.

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies.

The purpose of a dress code is to communicate the school's clear expectation that the focus of school is to promote learning. In order for students to learn in a safe and orderly school environment with minimal disruptions, they shall attend school in clothing that is neat, clean, safe, and which covers them appropriately.

Students will not be allowed to attend school wearing clothing or accessories which interfere with the maintenance of good order and discipline, or which otherwise disrupt learning.

In accordance with this dress code/policy, Carver Middle School will enforce the following dress code:

1. Midriffs shall be covered and appropriate neckline must be evident at all times. Attire that exposes cleavage may not be worn.
2. Shoulders shall be covered (three-finger rule) and halter tops, tank tops, muscle shirts or shirts with large arm openings are not permitted, though sleeveless apparel is acceptable.
3. Undergarments (bra straps, boxers, etc.) shall not be visible.
4. **Pants shall be worn at the waist and not sagging.**
5. Belts are required to be worn if pants will not stay above the waist.
6. Shirttails that hang at the top of the back pockets may remain out. However, shirts that cover the back pocket shall be tucked in and must remain tucked in throughout the day.
7. Shorts, dresses, and skirts shall remain at least fingertip length in front and back. Therefore, appropriate bandage skirts and other tight, spandex skirts/ dresses that

move above the fingertip mark of measurement when walking, bending and sitting are not allowed.

8. **Leggings may not be worn as pants, and if worn there shall be an outer garment that meets dress code (fingertip length, not see-through, etc.). Form fitting, spandex “jogger” pants are considered leggings for the purpose of this dress code. Pants with back pockets are not considered leggings and may be worn.**
9. Clothing with holes, tears, or “see through” shall follow the dress code as stated above. Therefore, no skin should be visible above the fingertip measurement. No revealing tops or pants are acceptable—mesh shirts and see-through shirts may be worn if another shirt is worn beneath.
10. Shoes must be worn at all times.
11. Sleepwear (i.e. pajamas and bedroom shoes) shall not be worn.
12. Sunglasses, goggles, and head covers (including but not limited to bandanas, wraps, scarves, hats, earmuffs, and hair nets) shall not be worn on campus during school hours, or in school buildings, and must be placed in lockers at the beginning of the school day and retrieved only at the end of the school day.
13. Clothing and accessories, as well as messages on clothing or accessories, shall not be lewd, vulgar, provocative, obscene, degrade individuals or groups, or promote violence, alcohol, tobacco, or illegal substances.

The foregoing is intended as examples only and in no way limit the scope of Carver Middle School’s dress code.

Certain excerpts were taken from SCS Board Policy Code 4316: Student Dress Code.

MIDDLE SCHOOL CELL PHONE GUIDELINES

Middle Schools in Scotland County have adopted an off and away policy for cell phone usage. Students are not required to store their cell phones in their lockers, but cell phones must be off and away during instructional time. Please review the information below for detailed guidelines and expectations.

CELL PHONE GUIDELINES

- Students must comply with class and school rules and all relevant Scotland County Board Policies according to board policy 4318
- Administration, faculty, and staff may request at any time that student turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.
- Individuals assume full responsibility for their personal technology devices. This includes the device’s safety, security and maintenance.
- Personal communication devices may not be used in locker rooms or bathrooms.
- Taking, uploading and sharing photos is strictly prohibited along with recording audio and capturing video of any type. All students’ identity must be protected during school and at any SCS-sanctioned activity.
- Any disruption to class or other educational activity may result in disciplinary action.
- Content shared, uploaded or posted should be such that any teacher, parent or administrator would approve.

- Use of personal communication devices should not cause a disruption to the orderly operation of the school (such as traffic jams in the hallways, scheduling meet-ups with classmates, starting altercations and/or fights)
- Ear buds should only be used during classroom instruction. Music, videos and games are strictly prohibited, unless approved by a staff member.
- Students are not permitted to receive or make cell phone calls during school hours. Cell phones should not be used to contact parents if you become sick and/or if you have been referred for disciplinary action. The nurse and/or administrator will contact parents for these specific situations.
- During testing days (benchmarks, EOGs, EOCs), cell phones will be stored in lockers.

CELL PHONE USAGE

- **Cell phone usage is strictly prohibited at all times in locker rooms and bathrooms.**
- **Cell phone usage is allowed, but only when directed by school personnel.**
- **If students are found sharing pictures or group pictures in bathrooms, locker rooms, or classrooms they will be subject to disciplinary action.**

CONSEQUENCES

Usage in restricted areas and/or inappropriate usage will result in:

1st Offense - Confiscated/Given back at the end of the day by administration

2nd Offense - Confiscated/Parent must pick up after school

3rd Offense - Confiscated/Parent must pick up after school/ Up to 3 Days OSS

Disruptive behavior by refusing to turn over a device will result in:

1st Offense - Confiscated/Parent must pick up after school/ Up to 3 Days OSS

2nd Offense - Up to 5 Days OSS

3rd Offense - Up to 10 Days OSS/Possible Shaw Academy/Long Term Suspension

*****Please sign below indicating you have read the cell phone guidelines and consequences for this school year.**

Homeroom Class _____

Student Name(Print)_____ **Student Signature**

_____ **Date**_____

Parent Name(Print)_____ **Parent Signature**

_____ **Date**_____

For more information, please visit the Scotland County School's Informational Bulletin and the Scotland County School Board Policy Code 4318: Use of Wireless Communication Devices.

Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule.

School-Wide Behavior

The school-wide rules at Carver Middle School are what would be accepted as good behavior for middle school students. All employees (faculty, clerical, cafeteria, custodial, substitutes) of Carver Middle School have certain responsibilities; they have certain authority to correct students when the need arises. Any student corrected by an employee of CMS is expected to abide by such correction.

Positive Behavior Interventions and Supports Purpose (PBIS):

PBIS is a support system designed to encourage students to engage in appropriate behavior. It is integrated throughout the school environment from classrooms to the cafeteria. PBIS provides clear, consistent, school-wide expectations in every area of student involvement, including after school activities. This year, Carver Middle School will continue to implement this initiative throughout all school activities, in order to ensure that all students know behavior expectations in hopes that all students will be able to participate in PBIS celebrations.

PBIS Matrix:

A PBIS matrix exists to outline the school-wide expected behaviors. This matrix, located at the back of this student-parent handbook, sets forth school-wide expectations for all students. Our expectations are also represented by an acronym, S-O-A-R.

The following creed is recited each morning and will lead students and staff members into the opening of a positive day:

“As Carver Middle School eagles, we S.O.A.R. above the rest: We are **Successful**. We take **Opportunities** to excel. We are **Accepting** of others. We take **Responsibility** for ourselves.”

Having clear and consistent expectations school-wide helps students to know how to “do the right thing.”

PBIS Incentives:

Throughout the school year, students who are eligible will be able to participate in PBIS events and activities. Examples of PBIS incentives are as follows: participation and attendance at the field day, school dance, talent show, student-faculty games, and free items from the school store, and more. At the beginning of the school year, students will receive a PBIS calendar of events, along with the required number of points for them to earn, in order to participate in PBIS activities. Students will be responsible for keeping up with the points they earn.

In addition to not earning enough points and/ or Eagle Wings, students may not attend PBIS events if they were suspended from school, or received more than one in school suspension

assignment during the time period designated for earning points for that activity. When students are absent from school, they are unable to earn points for positive behaviors. Students will not earn points in classes for unexcused absences.

Therefore, not having the minimum number of points or wings, being suspended from school, being assigned in school suspension and being absent from school during the time period designated for attending and participating in an activity, may result in a student not being able to participate in the event. Students will be responsible for keeping record of points and the above. Through their records, students should know for which events they are, or are not, eligible to attend.

PBIS Bounce

The purpose of a bounce is to provide students with an opportunity to take a break from the classroom environment, in order to reflect on behaviors that may have caused disruption. This is an intervention that we hope does not result in an office referral. Students are sent for a short period of time, to another teacher's classroom, to complete a reflection and to continue to work on class work. When students return, they should be ready to continue with instruction. Two or more bounces within a class period will result in an immediate discipline referral. Three minor referrals within a week (5 school days), may also result in a discipline referral to the office. Any time a student is bounced, the teacher will contact the parent. Bounces are always documented as a minor in Educator's Handbook and may be reviewed by the parent at any time.

Activity Participation and Discipline

Any student who has excessive detentions, bounces, or has been assigned BIP or OSS, may not be allowed to participate in certain activities. These criteria will be set prior to the activity, in order to inform the student of behavior requirements leading up to the activity. These activities include, but are not limited to, field trips, after school dances, PBIS incentive events, 8th grade social, and more.

General School-Wide Rules and Expectations

(Please also refer to the PBIS matrix at the back of the handbook)

1. Follow directions of authorities the first time they are given.
2. Stay in designated areas.
3. Gum is not allowed on campus.
4. No vulgar or offensive language.
5. No throwing of any objects anywhere on school grounds.
6. Be on time to class.
7. No horseplay or physical contact.
8. No loud noises, hollering, whistling, etc.
9. Food and drinks may only be brought onto campus for lunch purposes. They must remain in lockers during the day, and retrieved only for lunch. Drinks that have been opened are not allowed on campus.

In The Hall Behavior

1. Walk on the blue line on the right side of the hallway.
2. Report directly from one class to the next, or to your designated location.

3. Do not run, loiter, or group together in the halls.
4. You must have a planner as a hall pass if you are out of class.
5. Keep moving, and travel quickly and quietly to your assigned location.

Cafeteria Behavior

1. Students are allowed to talk while eating. However, students are not allowed to be excessively noisy or talk across to another table.
2. Stay in place in line. If you “jump ahead” in the cafeteria line, you will be escorted to the end of the line.
3. Take all trash and trays to their proper place.
4. Leave the table and floor around your place in clean condition for others.
5. Food, drink, and ice cream are not to be taken from the cafeteria at any time.
6. Students must remain seated while in the cafeteria.

Care Of School Property

All students should have pride in their school. Carver Middle School belongs to students and staff. It is everyone’s responsibility to help keep it clean. Anyone who damages or destroys school property will be expected to pay for that property, and appropriate disciplinary consequences may be assigned.

1. Don’t write or mark on walls, bathroom stalls, or furniture.
2. Put trash in cans.
3. Wipe feet when coming inside from the outside.
4. Flush the toilet.
5. When walking from building to building, stay off the grass.
6. Keep your feet and chairs on the floor.
7. Drinks and food must remain in the cafeteria.

Care of Technology

In a one-to-one computer environment, it is important for all students to carefully handle technology devices, while also respecting the equipment, and using these tools only for instructional purposes.

1. Students should follow the procedures set in each classroom for retrieving, using and packing up computers.
2. Students should not use technology inappropriately, and should not violate the acceptable usage policy and school and classroom rules and expectations.
3. Student computer privileges may be suspended at any point, for inappropriate usage.
4. When using computers in the classroom, students will be assigned a computer number. Students are held accountable for the condition and security of the computer in which they are assigned.
5. Students are required to log in using only their login information, any time they are on a school device. They may not use guest settings or another student’s login information. This can result in disciplinary action.
6. If technology items are missing at any time, the school will conduct a full investigation in order to find the missing item.

7. School electronic devices contain tracking devices which will be used for more extensive investigations, should administration suspect that an item has been stolen.

Care Of Personal Property And Theft Prevention

Students should keep up with their things. Books, coats, band instruments, technology and other items brought to school are the responsibility of the student. Students should not leave these things lying around where others may take them or trip over them. The best method of theft prevention is to be conscious of the possibility of theft occurring and strive to eliminate these opportunities. The school is not responsible for items that are lost or stolen.

Listed below are a few tips to help prevent theft:

1. Never leave anything other than clothing in the physical education dressing rooms. Valuables should be kept in school lockers or home. Band instruments should never be left unprotected.
2. Do not bring large amounts of money or valuable technology to school. Do not show others your money.
3. If you take jewelry off, be sure you do not leave it on your desk, in the bathroom, etc.
4. Never leave your purse and valuables unattended.
5. Never leave anything of value on your desk when you leave for any reason.
6. If you are staying after school for practice or club meetings, practice the same theft prevention habits you would follow during the school day.

In School Suspension (ISS)

Every Carver Middle School staff member would like for students to attend class regularly, be on time, be prepared for class, and afford others in the learning space the opportunity to participate in an academically stimulating environment. Staff members and administration strive to address inappropriate or disruptive behaviors in such a manner as to determine the underlying cause for the behavior and to assist students in displaying behavior that will allow them to remain in school and meet the academic expectations required of all students. However, no student will be allowed to deny others the academic attention they deserve, desire, or need. Therefore, students that fail to comply with classroom and school rules and guidelines may be assigned to ISS as a consequence. The purpose of this intervention is to allow students an opportunity to improve their behavior in a strict, isolated setting where class work can be done and credit received.

ISS Rules and Procedures:

1. If you are assigned ISS, you will report to the ISS classroom with paper, pencil, and instructional supplies.
2. Students will remain in this classroom for the entire time assigned.
3. There will be no breaks or errands during a student's time in ISS.
4. The ISS teacher will supervise bathroom breaks.
5. Students will be required to attend ISS for the amount of time he or she has been placed in it. If the student is absent, he or she will be required to make up the time in the ISS classroom before returning to regular classes.
6. Computers will be available in ISS in order to ensure a smooth academic transition for the

student to work on classwork assigned online. Students should remain focused and normal technology usage rules apply.

7. Like a normal school day, while in ISS, students will be allowed to ride a school bus to and from school. Students should report straight to ISS when they arrive at school after receiving breakfast. Attendance will be taken in the ISS classroom.
8. Any student receiving a discipline referral while in ISS may be placed on Out of School Suspension.
9. All additional ISS rules created by the teacher and posted in the center will be strictly enforced.
10. Students can be denied privileges to attend or participate in clubs, plays, sporting events, dances, assemblies, and any other extracurricular activities while in ISS.

Shaw Suspension Center

The Scotland County “Suspension Center” is designed for students suspended from traditional schools ten days or less and is used as an option to decrease absences for students in the district. Students are counted present while in attendance at the “Suspension Center”, which changes the out-of-school suspension to an in-school-suspension. This program provides the opportunity to complete classroom assignments from their home school with assistance from one facilitator and an assistant. If a student is suspended from Carver Middle School, it is strongly expected that he or she will take advantage of this opportunity. Successful attendance and behavior at the suspension center, could lead to a reduction in the number of days suspended.

Transportation: Bus Misconduct/ Rules/ Consequences

School transportation service is a privilege, not a right. Students shall observe the directives of the driver at all times. Permission to ride any bus other than the one assigned to the student requires a note from the parent that must be turned into the main office at the beginning of the school day, and approved by an administrator or principal designee. When a bus driver observes misconduct, a written report will be sent within 24 hours to the Principal or designee of the school to which the student is assigned.

Level I Violations:

Any Profanity
 Vandalism Cut seats, Write on seats, Broken window
 Tampering with bus or equipment
 Disrespectful Behavior
 Physical abuse (fighting, pushing, tripping)
 Abusive language toward others
 Opening rear bus door while bus is in motion
 Refused to identify self
 Other

Mandatory action taken for Level I Violations

First infraction: 5 day bus suspension
 Second infraction: 15 day bus suspension

Third infraction: Bus suspension for remainder of school year

Level II Violations

Disobedient/ Failure to Follow Instructions
 Moving about while the Bus is in Motion
 Eating and/or drinking on the bus
 Putting head, hands, feet out of window
 Inappropriate language
 Throwing objects inside bus or out of bus window
 Parent Problem

Mandatory action taken for Level II Violations

First infraction: Conference/ warning/ notify parent

Second infraction: 3 day bus suspension

remainder of semester

Third infraction: 5 day bus suspension

Fifth infraction: Bus suspension for

Fourth infraction: Bus suspension for

remainder of school year

- Prohibited bus behavior earns the same disciplinary action and legal charges as if the violation occurred on school property.
- At no time shall a parent/guardian or other unauthorized person board or delay a school bus. Verbal or physical abuse by anyone to a school bus driver earns disciplinary and legal action.
- Severe bus violations may result in a 10 day plus suspension on first offense.
- Bus suspensions are to include both morning and afternoon routes for the regular school day and all after school bus routes (tutoring, Scholars, etc.).

School-Wide Procedures

Morning Arrival

Although we encourage students not to arrive at school before 8:00a.m., students may enter the building at 7:45a.m. No student will be allowed in the building until 7:45a.m. If a student is on campus before 7:45a.m., they must remain in their vehicle with adult supervision. At 7:45a.m., a staff member will alert students in vehicles, to let them know that it is time to come into the building. Students must come into the building and report directly to the gym. Students may not be outside, or in any area without adult supervision.

Morning Procedures

1. Gymnasium: Before the 8:05 breakfast bell, all students must go to the gym and sit in bleachers as directed, in the correct grade level section, and in the next seat on the row being filled.
2. Breakfast: All students will be provided with breakfast daily, through the grab-n-go method. Students will go straight to class with breakfast and will eat in the classroom. Each class will have procedures for eating breakfast, cleaning up, and for beginning instruction.
3. Classrooms: Unless prior written approval has been given, no students are allowed in any classrooms before 8:05a.m. With grab-n-go breakfast, all students will report to class daily with the 8:05a.m. bell.
4. Tardy: If a student arrives at school after 8:30a.m., they must report to the main office with a parent/ guardian to be signed into school. They will receive a tardy pass from the office to report to class.
5. Lockers: Students will go to lockers and the bathroom each morning with their class.

Dismissal Procedures

1. All students must walk with their classes to their destination (car circle or bus lot).
2. Bells will be used to dismiss students at the end of the school day. Each bell will be assigned to a specific grade level.
3. Bus Riders:
 - a. Announcements will be made to inform students of bus arrivals.
 - b. If a student's assigned bus is present, they must load the bus immediately. Students will not be able to hang around in the bus parking lot.
 - c. If a student's bus has not arrived, the student must wait in their teachers' classroom, remaining seated in the classroom until their bus arrives on campus. The bus number will be flashed on the communication system along with a bus roster displayed to denote students assigned to each bus. The staff member on duty will inform students of their bus arrival & escort students to the designated checkpoint to ensure students are monitored as they travel to their respective bus.
4. Car Riders:
 - a. Car riders must report directly to the front of the school with the first bell.
 - b. Students will not be allowed back into the building, unless there is an emergency.
 - c. For student safety, parents/ guardians are expected to follow the traffic pattern as directed by school staff. Extreme caution must be taken when leaving school grounds by car.
 - d. Parents must pick students up in the circle. Students may not be picked up in the staff

- parking lot or the bus parking lot.
- e. Car riders must be picked up no later than 3:45p.m. each day!

Transportation Changes

If there is a change in a child's transportation, parents/ guardians must notify the office in advance and the office will advise the child's teacher. Written notification that includes a parent/ guardian signature must be sent to school. The note will be signed by a school administrator, copied and filed in the office. A copy will be given to the bus driver. This is done to ensure the safety of our students. Daily transportation changes cannot be made by phone.

Book Bags

Students are encouraged to use **clear** book bags to transport all needed material to and from school. Clear book bags must remain in students' lockers during the day and are not permitted in any classroom. Students may retrieve book bags at the end of the school day. Gym clothes must be in a clear or mesh gym bag. These bags may only be carried to the gym and back.

Planners

Middle school is a time when students are learning to operate independently, with less organizational support from teachers. Carver Middle School will implement a planner system to help to ensure students are able to take personal initiative in setting goals and managing their time and workload, in order to be academically successful. A student planner will be provided to each student free of charge. Students are expected to have their own planner on them at all times during the school day. Loss of a student planner will result in the student having to purchase another planner at a cost of three dollars. Some ways in which the student planner will be used to improve student responsibility are:

- Used as a hall pass every time the student needs to leave the classroom
- Entry of classroom and homework assignments each class period
- Log of PBIS points to be used for rewards such as PBIS Events
- Notes to and from parents regarding student progress

Lockers

- All students will have a locker assigned to them for storage of books and coats.
- Students will visit lockers upon arriving in the morning & will revisit lockers during the day only during times designated by the homeroom or classroom teachers or with verbal/written permission from homeroom or classroom teachers.
- For security reasons, students may only use school issued locks.
- Lockers are to be kept neat and orderly at all times.
- All lockers are the property of the Scotland County School System and are subject to search by school officials at any time.
- All items contained within a student's locker is deemed his or her property should prohibited materials be found during search by school officials.
- There will be a \$5.00 fee for any lock not returned at the end of the year.
- Students who bring their lunch and some type of canned or bottled drink are expected to keep these items in their lockers until lunch period.

Change of Address

Parents, it is most important for school staff to know where to reach you for your child. Please inform the office if you have a change of address, telephone number, employment, or employment phone number. This is most important for your child's records and safety.

Use of School Telephones

Students are not allowed to use school or classroom phones except with permission to call home when it has been determined that they are too sick to stay at school. Also, students will not be called to the office to receive phone calls.

Lost And Found

All students should be careful to safeguard their personal property. In the event something is missing, the student should check by the main office to see if it has been turned in. Also, the student should leave his or her name and a full description of everything missing so that they may be notified if the items turn up later.

Visitors

All visitors must report directly to the main office upon arrival on campus. Visitors not reporting to the office will be viewed as trespassing. Students are not to encourage friends to visit during the school day, before, or after school. Students will not be called out of class to visit with friends. Students will not be called out of class to accept any phone calls.

Student Store

A paper and pencil dispenser will be available in the main hall. No student is allowed to sell any item or solicit business for any individual or any group, for any reason, without consent of the principal.

Academics

Record-keeping

The following procedures will be used for all record-keeping:

1. The class record document provided by individual schools shall be used and shall be official.
2. All evaluations used to determine student grades shall be recorded in the teacher class record document. These documents shall be maintained until the end of the following school year by the principal.
3. Attendance shall be recorded daily and reported to parents on report cards.

Parent/ Student/ Teacher Conference Days

Two Parent-Teacher conference days will be scheduled during the academic school year. Parents/ guardians should try to schedule appointments with teachers when the conference schedule forms come home. This will ensure time to have quality dialogue with each teacher. Students will attend school for a half day and will be released from school at 12:00pm.

The dates are as follows: October 3, 2019 and February 20, 2020.

Interim Reports

Regular communication with parents/guardians by means other than formal report cards is required. This communication may include the following: scheduled parent/teacher conferences, written notes, letters to parents, telephone calls, proficiency/deficiency reports, and samples of student's work sent home. Particular emphasis will be placed on contact with parents/guardians of students who are experiencing difficulty and/or in danger of failing a course or grade. Interim reports to parents shall be made not less than once during each 9 week period. To ensure that parents are properly informed, teachers shall maintain a record of all significant communications. Parents will be required to sign that these reports have been reviewed.

Report Cards

Report cards will be issued at 9 week intervals. These will be used to inform parents of students' progress. The report card shall be a cumulative evaluation and shall include academic achievement, attendance, and other pertinent information. A standardized report card shall be used for each grade or grade span (as appropriate) throughout the county.

Make-Up Work

Students are required to make up missed work due to absences, including out-of-school suspension. Arrangements to make up the work must be made when the student returns to school. As a rule, a student will be given the same number of days he/she was absent to make up work missed. All make up work must be completed by the end of the last scheduled school day prior to the end of a grading period, in order for students to receive credit. All work not made up by the last scheduled teacher workday may be recorded as a grade of "F." Exceptions for students with extenuating circumstances may be allowed by the principal after consultation with the parent, student, and teachers involved.

Academic Grading Scale (Excerpt From SCS Academic Policy)

A	=	90 – 100	Superior Mastery
B	=	89 – 80	Mastery
C	=	79 – 70	Progress Toward Mastery
D	=	69 – 60	Partial Mastery
F	=	Below 60 or excessive absences	Not yet Mastered

*Mastery is synonymous with “proficiency”; thus, a student mastering 80% of objective-based work is deemed proficient in that content area.

Grading Criteria (Excerpt From SCS Academic Policy)

10% Homework

40% Class work (includes class work, quizzes, etc.)

50% Tests (includes unit tests, projects, common assessments, essays, etc.)

Carver’s Student Recognition

Students are recognized for the various honors, including by not limited to:

1. Distinguished Honor Roll = All A’s
2. A/B Honor Roll = A’s and B’s
3. Perfect Attendance
4. Soaring Eagle
5. A and A-B Honor Roll
6. Positive Behavior
7. Academic Achievement
8. Principal’s Award
9. Perfect Attendance
10. Student of the Month

Integrity of Academic Work

Cheating, plagiarism, and falsification of verbal or written work compromise academic integrity. The teacher will contact the parent, and the student may not receive credit for the assignment.

Family Educational Rights and Privacy Acts-- FERPA

FERPA is a federal law that governs the maintenance of student’s records. Under law parents/guardians of students or students if they are 18 years of age, have the right to inspect records kept by the school about the student and the right to correct inaccuracies in records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18 year old students. Directory information, such as student’s name and home address may be released without parental/guardian consent. Colleges, Universities, scholarship services, military recruiters, and other organizations that wish to notify students of opportunities and information, etc., also have

access to Student Directory Information. Parents or students who are at least 18 who do not wish any directory information to be released to any organization must sign, date, and return to the school the FERPA memorandum that may be picked up from a grade level Guidance Counselor. *Copies of the Scotland County Board of Education Policy JR-A "Confidentiality and Access to Student Records" may be obtained from the Principal's or Superintendent's office or from the SCS Website.*

Title One

Carver Middle School operates a school wide Title I program. There are seven elementary and two middle schools in the district with this distinction. Title I grants provide financial assistance to supplement services to directly improve the teaching and learning of students. Ten components must be addressed in order to obtain funding under this federally funded program. One of the components includes parent and family engagement. As a parent in a Title I school, you have certain rights available to you. Please contact the school if you have questions or would like more information about any of the following topics as required by The Every Student Succeeds Act(ESSA) of 2015, Title I Part A Section 112(e).

Information is available at our school to include but is not limited to the following:

- A. Whether your child's teacher: 1. has met state qualification and licensing criteria for the grade levels and subjects being taught; 2. is teaching under emergency or other provisional status; or 3. is teaching in the field of certification.
- B. Whether you child is provided services by paraprofessionals and, if so, their qualifications.
- C. Additionally, you may ask for information at any time regarding your child's academic progress.
- D. Timely notice your child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our school welcomes any parent's ideas and input.

Student Supports and Activities

Student Support Staff

The purpose of the student support program is to help each individual student mentally, emotionally, academically and socially. Each support staff member welcomes the opportunity to talk things over with any student, parent, or teacher. Students must obtain a pass from the teacher if they wish to consult with a student support staff member. If the staff member is not available, another staff member will be asked to speak with the student, or an appointment will be made for him or her.

Policy Code: 6125 Administering Medications to Students

It is the policy of Scotland County Board of Education to serve students who must receive medication during school hours. Every effort should be made by the parent/guardian and physician to limit the need for medication to be administered during the school day. Medication as used in this policy is defined as being those substances recommended by a licensed physician being either prescription or non-prescription (over-the counter) medications.

School employees designated by the school principal to assist with the administration of medication to students shall receive instruction from the school nurse addressing the specific of this policy and its procedures. The school nurse will provide annual training for designated staff in an effort to ensure safe dispensing of medication to students. Students may carry and self-administer emergency medications as requested in writing from the physician and parent/guardian on the "Scotland County Schools Medication or Procedure Order Form". School personnel, as designated by the school principal, may assist with the administration of medication to students if a "Scotland County Schools Medication or Procedure Order Form" is completed and signed by both the student's parent/guardian and physician.

No liability will be assumed by the Scotland County Board of Education or any of its employees as they comply with the instructions for the administration of medication as provided in writing by the student's parent/guardian and physician while complying with this policy and procedures. The Scotland County Board of Education or designee will assume no responsibility for students who self-administer medication without complying with this policy and procedures.

Medications must be brought to school in a container appropriately labeled.

Senate Bill 911: Care of School children with Diabetes



In accordance with new legislation concerning the Care of School Children with Diabetes, the Scotland County School System would like to provide all parents with a summary of the information included in Senate Bill 911. All students have a right to a free and appropriate public education without discrimination. This includes children with disabilities.

1. Scotland County Schools shall make available a registered nurse for assessment, care planning, and on-going evaluation of students with special health care service needs in the school setting.
2. An individual health plan should be developed by the parent/guardian, the student's diabetes care team, and the school nurse.
3. Children should have immediate access to diabetes supplies and diabetes treatments as defined in the Individual Health Plan. Roles and responsibilities of the parent/guardians and the school will be defined.
4. Training on the care of students will be provided to all Scotland County School employees. Different levels of training will be implemented depending on the employees' involvement with a diabetic child.
5. Children with diabetes automatically qualify under the Americans with Disabilities Act, and upon request by the parent an accommodation plan may be developed.

If your child has been diagnosed with diabetes, please inform the administrator. If we work together, then our children will have a better opportunity to be successful in school.

Annual Health Status Update Forms

It is our objective to keep all children safe and healthy at school. With this in mind, an Annual Health Status Update Form will be sent home with every student at the start of each school year.

<div>  <div> <div>CMS Behavior Expectation Matrix</div> <div>  <div> <div>PBIS</div> <div>POSITIVE BEHAVIOR</div> <div>INTERVENTION AND SUPPORT</div> </div> </div> </div> </div>									
BUS	CAFETERIA	GYM / MORNING	HALL	CLASSROOM	BATHROOM	AFTER SCHOOL	ASSEMBLIES	EMERGENCY DRILL	
Remain in assigned seat and talk quietly to your neighbor	Remain seated with your class and talk quietly to your neighbor	Follow directions of all adults	Be in class on time	Participate in classroom activities and come to class prepared	Visit only to attend to proper hygiene	Follow directions of all adults and always be supervised	Listen and show respect for all presenters	Move quickly and silently to your designated area	
Listen and follow the directions of the bus driver	Keep your area clean and throw away your trash	Talk quietly to your immediate neighbors	Walk silently, single file, on the blue line	Complete all assignments on time	Report all problems to the nearest adult	Fully participate in the after school activity	To listen and gain knowledge	Seriously prepare for real events	
Treat fellow riders with respect	Say "Please" and "Thank you"	Get to know the person next to you	Be considerate of your own and others' safety	Respect other's ideas and opinions	Respect people's privacy and school property	Work as a team	Be open-minded to what the presenter is presenting. Applaud appropriately	Know and understand all safety procedures	
Follow ALL bus rules and procedures	Pay for all items daily	Enter the gym and leave in an orderly fashion	Move without disturbing other classes	Follow established classroom practices	Dispose of trash in proper receptacle and wash your hands	Be honest about your after school destination and purpose	Follow your teacher's directions and keep hands and feet to yourself	Follow ALL directions from adults quickly and silently	
BUS	CAFETERIA	GYM / MORNING	HALL	CLASSROOM	BATHROOM	AFTER SCHOOL	ASSEMBLIES	EMERGENCY DRILL	

Scotland County Schools

2019-2020 Traditional School Calendar

August 2019							September 2019							October 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2019							December 2019							January 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2020							March 2020							April 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7							
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

May 2020							June 2020							July 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

	Holiday
	Required Teacher Workday
	District-wide Professional Development Day
	Optional Teacher Workday
	Annual Leave Day
	End of Grading Period
	Two-Hour Delay for Students/Morning PD at Schools

	1/2 Day Early Release for Students - Afternoon PD for staff
	1/2 Day Early Release for Students/Parent-Teacher Conferences in the afternoon
	1/2 Day Early Release for Students

August 26 - First Day of School for Students
June 5 - Last Day of School for Students

Early Release Schedule:
Elementary 8:00 - 11:00 am
Middle 8:30 am - 12:00 pm
SHS 7:40 - 11:20 am
Shaw 7:45 - 10:50 am
SEarCH 9:00 am - 1:00 pm

Two-Hour Delay Schedule:
Elementary 10:00 am - 2:30 pm
Middle 10:30 am - 3:25 pm
SHS 9:40 am - 2:40 pm
Shaw 9:45 am - 2:20 pm
SEarCH 11:00 am - 4:00 pm

	Report Cards
	Progress Reports

*All workdays and annual leave days should be considered possible inclement weather make-up days.