

Chocowinity Middle School

Parent & Student Handbook 2022-2023

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Home of the Indians

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Dear CMS Families:

I am extremely excited to welcome you back to school for the 2022-2023 school year at Chocowinity Middle School! I hope everyone had a fun, restful summer and are ready to embrace a new school year.

The purpose of this Parent/Student Handbook is to provide our families with the information they may need to help with the adjustments to a new school year. As you review the content of the handbook, you will notice that its purpose is to ensure that all aspects of our school operation are focused on providing every student the support they need to enjoy a quality, meaningful education while keeping them safe. Please read this information carefully, discuss it with your child and keep this handbook available throughout the year. Your child's teacher will help your child understand the contents of this handbook as well. A school calendar is included for your convenience.

I look forward to working with you and your child this school year. From all of us at Chocowinity Middle School, thank you in advance for your support!

Sincerely,

Kelly Makepeace
Principal

WELCOME

The policies and procedures contained in this handbook have been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become a part of it. This information should be studied by you and shared with your parents. Parents should go over the handbook with their child and make sure they understand all information contained within.

SCHOOL BELIEFS, MISSION, AND VISION STATEMENT

Our Beliefs/Core Values:

- We believe in providing students structure and support with a gradual transition from elementary school to high school while understanding that this is a special time in students' lives as they transition from childhood to adolescence.
- We recognize that each student is unique and can learn by providing a safe and supportive environment and a challenging curriculum.
- We believe in building a meaningful relationship with you and your student. We value active participation of students, parents, administrators, and community members.

Our Mission Statement:

Chocowinity Middle School, in partnership with families and community, ensures a safe and respectful environment which inspires excellence and challenges all students to develop their talents as healthy, life-long learners and responsible citizens.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have full rights of citizenship as guaranteed in the U.S. Constitution. These rights must not be abridged, obstructed or in other ways altered except in accordance with due process of law. The right to an education is one of these rights.

Students are responsible for attending school regularly, for making conscientious efforts in their schoolwork, and for following rules. Most importantly, students, faculty, and administration all share the responsibility for making our school a safe and clean center for learning. No student has the right to interfere with a fellow student's education. Students are free to express themselves, but they should do so in a way that does not slander or offend other people. Students must, at all times, show respect for teachers, staff and other students. At Chocowinity Middle School, all classes and activities are offered to all students without regard to race, color, national origin, sex, or disability.

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast

Well-balanced and nourishing breakfasts will be served daily on a grab & go cart (100 and 200 hallway) free of charge. All food and beverages must be consumed by the end of the homeroom.

Lunch

Well-balanced and nourishing lunches are served in the cafeteria free of charge. Students may bring their lunch if they desire. Milk and snack items may be purchased separately.

Outside Food: Outside food may be brought by parents/families. The food must be dropped off at the office with the child's name on it. It will be placed on a cart in the office. Students will pick up the food on the way to the cafeteria. Students will eat in the cafeteria. All food and beverages must be consumed by the end of the lunch period. DoorDash/Delivery is not allowed for students.

Water Bottles

Water bottles are allowed on campus with complimentary refill stations. Students are not allowed to bring glass bottles.

Note: ALL BEAUFORT SCHOOLS STUDENTS WILL EAT FREE BREAKFAST AND LUNCH!! PLEASE SUPPORT YOUR CHILD EATING BREAKFAST AND LUNCH IN THE CAFETERIA.

MEDICINE (BCS Policy 6125)

The board recognizes that students may need to take medication during school hours. School personnel may only administer medication prescribed by a health care provider. This includes prescription and over the counter medications. A completed Request to Administer Medication form must be submitted for approval by the school nurse. Once approved, medication can be submitted by the parent/guardian for administration. Prescription medications should be submitted in a current prescription bottle with name and instructions matching the Request to Administer Medication. Over the counter medications are to be submitted in a new unopened bottle. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home. No over the counter medications should be carried or self-administered by a student on any school campus.

INJURY OR ILLNESS AT SCHOOL

A student who becomes ill or injured will be sent or taken to the office where every effort will be made to see that he/she is comforted. Students should ask for an office pass if they feel too ill to stay in class. The office staff will call to contact the student's parent/guardian if the student needs to go home or if medical attention is required. It is vitally important that we have emergency numbers on file so we may reach parents in an emergency. This includes all numbers possible, such as home, work, cell phone, close

relatives, etc. Students will not be allowed to sit in the nurse's office for an extended period of time.

MEDIA CENTER

All library materials will be checked out to the individual student, not the teacher. Each student is responsible for all library materials checked out in his/her name. We have duplicates of many books, including our StudySync books, so be careful not to get them mixed up.

Students are encouraged to read and will be able to check out books during their assigned ELA class time. Students who lose or damage books are subject to a fine or replacement cost. Failure to return or pay replacement cost will result in student debt. Students who owe debt will not be allowed to participate in extracurricular activities, the semi-formal, the valentines dance, the back to school dance, athletics, field trips or the outside celebration at the end of the school year.

***Students who owe money to CMS must clear the debt by the end of the school year. Students who owe outstanding debt will not be allowed to participate in the end-of-grade celebration.*

Questions about library books or fines? Call Mrs. Godley at (252) 946-6191 or email her at lgodley@beaufort.k12.nc.us.

Technical Support

- Technical support will be provided by the Instructional Technology Leader from 8:00 am to 3:00 pm Monday through Friday. Students should report any technology issues to their teacher so that a technology request can be sent to the ITL. Requests for assistance will be handled in the order they are received.

MULTIMEDIA

During the school year, many teachers photograph, videotape and record students for various instructional purposes. We may publish some pictures to our school website, school facebook page or submit them to the local newspaper. **Please inform the front office (administration) in writing if you wish for your child not to be photographed, videotaped or recorded.**

LOST AND FOUND

Lost items will be returned to the student or placed in the teacher's box when they are turned in to the office with a student's name on the item. **Please label coats, sweaters, book bags, handbags, lunch boxes, etc with the student's first and last name.** Lost and found is located in the front office. Items left unclaimed are donated to a charitable organization at the end of each marking period.

STUDENT SERVICES DEPARTMENT

Student Services exercises an “Open Door Policy” to all students, parents, and staff. The department’s greatest concern is that students’ needs be handled as promptly and confidentially as possible. The guidance services available range from providing group and individual counseling to providing testing services, educational planning, occupational and vocational information, or assistance in any area that will meet the needs of the individual child. One of the greatest roles of Student Services is to act as a liaison between parents and teachers. Good home/school communications through the use of Student Services is strongly encouraged. Referrals are accepted from teachers, parents, administrators, or any agencies that deem it beneficial to the child.

COUNSELORS’ OFFICE PHONE

Brent Rivenbark - 946-6191 Ext. 56040

Office Hours - 8:00 – 3:00

VISITOR POLICY

In order to ensure the safety of our students and to limit disruption of instruction, Chocowinity Middle School will implement the following visitor’s policy:

1. All visitors to the school building must enter via the main entrance and sign-in.
2. Students and staff are asked **not** to open doors for any person at a doorway.
3. All visitors must wear a name badge when they are inside of the school.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or school events, are not required to sign in at the main office.
5. Parents or guardians who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
6. Advanced arrangements require a 24 hour notice and must notify the school employee of the exact day and time of the visit.
7. Teachers are expected **not** to take class time to discuss individual matters with visitors.
8. School employees who are expecting a visitor must notify main office staff ahead of the visit.

We sincerely appreciate the support and partnerships we maintain with parents and community members and we appreciate your help in creating a safe environment for all.

TEXTBOOKS

According to state law, you are responsible for textbooks issued to you. When books are collected at the end of the year, their condition should reflect normal use. Students who have books that have been damaged by neglect or carelessness will be charged for the damage. Students will have to pay a replacement fee for books assigned to them that are

lost. The age and condition of the book will determine the replacement cost at the time it was issued to you. Take care of your books.

SCHOOL BUS INFORMATION

The driver is responsible for discipline on school buses. It is a reasonable goal that all students be transported safely without students displaying any type of behavior that interferes with the safe and efficient operation of the bus. **Riding the bus is a privilege, and students may be denied that privilege.** Surveillance cameras will be used on buses to monitor student behavior. The administrator or designee will assign consequences according to the offense for misbehavior while at the bus stop or on the bus. **No bus slips will be issued after 12:00 p.m. If a parent needs a bus slip, they must call prior to 12:00 p.m. and speak with an administrator.**

If you are riding the bus to or from school or on a field trip with your class, you are expected to follow these safety rules:

Stand off the street and away from the curb while waiting for the bus.

Arrive at the bus stop at least 10 minutes before the assigned bus arrival time. Bus drivers are not required to wait for tardy bus riders and will drive by an empty stop except on inclement weather days.

Wait until the bus has completely stopped before moving toward it.

Use the handrail while boarding the bus.

Go directly to your assigned seat and be seated. Standing or moving about on the bus is dangerous and prohibited.

Keep all parts of the body in the bus and out of the aisles. The aisles must be clear at all times.

Do not distract the driver. The driver's full attention should be on safely operating the bus.

Use the emergency door at the rear of the bus only in an emergency.

Help keep your bus clean by not leaving trash on the floors or on the seats. Eating or drinking on the bus is prohibited.

Do not smoke or have cigarettes in your possession on the bus.

Remain on the bus until your normal stop except in emergencies.

Move quickly away from the unloading area after getting off the bus.

Students getting off the bus upon arrival at school in the morning must come in the school building and not loiter in the bus area.

Do not throw any object out of the bus because this is prohibited by state law.

Ride on your assigned bus and sit in your assigned seat.

No cell phones or electronic devices should be used on the bus.

NO TEMPORARY BUS SLIPS WILL BE ALLOWED.

Note.. The bus does not stop for cars, book bags or parents. The actual rider (the student) must be standing at the stop for pick-up. Students should not be waiting in the house or on the porch. Riders need to be at the assigned stop in order for the stop to stop.

FIGHTING ON THE SCHOOL BUS

If students engage in a physical altercation on a school bus, law enforcement will be called to remove the students from the bus. The bus will not be routed back to campus, and the route will continue as planned. The parent will have to go to the police station or sheriff's office to pick up their child. Charges may occur by law enforcement, and students will receive an out of school suspension from CMS. Depending on the severity of the incident, the student may also be removed from the bus the remainder of the school year.

STUDENT DRESS CODE

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Thus, 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 (for information on gang-related attire, see policy 4328, Gang-Related Activity);
3. is provocative, revealing, profane, vulgar, offensive or obscene; or
4. endangers the health or safety of the student or others.

Examples of prohibited dress or appearance, include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; spaghetti straps; revealing tank tops; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head coverings of any kind; see-through clothing; attire that exposes cleavage; any adornment, such as chains or spikes that reasonably could be perceived as or used as a weapon; any symbols, styles or attire (such as bandanas) frequently associated with intimidation, violence or violent groups; and any symbols, styles or attire about which students at a particular school have been notified. (See policy 4328, Gang-Related Activity, for more information on prohibited clothing and other items that convey membership or affiliation in a gang). The superintendent or designee will develop and maintain administrative regulations in accordance with this policy. This policy and accompanying regulations will be reviewed annually by the superintendent who will provide the board with any recommendations.

Principals at individual schools are authorized to exercise appropriate discretion in implementing this policy and administrative regulations, including making accommodations on the basis of a student's religious belief or medical condition. Principals may also specify additional examples of dress or appearance that are prohibited at their schools consistent with this policy.

Before receiving disciplinary consequences, a student who is not in compliance with this policy, regulations 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.

CELL PHONE POLICY

Students are allowed to have a cell phone on campus, however, CMS is not liable for any damages or misplacement while it is on campus. The cell phone must remain in the book bag (not on the student or in pockets). The policy below will be followed or a student will be written up for insubordination.

1st Offense: Warning

2nd Offense: Take the phone to Mrs. Tetterton to be held until the end of the day

Students who refuse to relinquish cell phones will be written up for insubordination, which can result in a 3 day suspension.

3rd Offense: Parent pick-up at the end of the day.

STUDENT ACTIVITIES

Activities at CMS allows students to participate in group activities according to individual interests. Students are encouraged to become involved in extracurricular activities when possible.

Student activities offered at CMS include (but are not limited to):

8th grade Musical	Student Government
Band (6,7 & 8)	Yearbook
Battle of the Books	Running Club
Jr. Beta Club	
Vex Robotics	
Project Unify	
Fellowship of Christian Athletes – FCA	

REQUIREMENTS FOR CLUBS/ORGANIZATIONS PARTICIPATION

Chocowinity Middle School wants students who represent the school in clubs/organizations to be role models for the school and its students. Any student who participates in extracurricular activities is expected to have a good discipline record at the school. Students with three or more discipline referrals to the office for school misbehavior, over the previous ninety (90) school days, which result in in-school or out-of-school suspension, will not be allowed to participate in extracurricular activities. Some clubs/organizations may require an application and recommendation process.

Additionally, clubs or organizations will have rules of participation that may be stricter than these requirements. Students who intend to participate in clubs and/or organizations should consult with the advisor or coach to help them understand their club's requirements. **Student debt can and may result in a student not being allowed to participate in a club/organized activity/ field trip.**

ATHLETICS

Participation in athletic programs contributes to physical skill, emotional maturity, social competence, health, happiness, and moral values. Also, it teaches the values of cooperation as well as the spirit of competition. Chocowinity Middle School strives to offer its students a broad range of athletics. CMS participates in the Tobacco Belt Conference.

- Fall Sports: Football, Volleyball, and Cheerleading
- Winter Sports: Girls' Basketball, Boys' Basketball, Wrestling and Cheerleading
- Spring Sports: Baseball, Softball, Co-ed Golf and Co-ed Soccer

Dress for athletic practices:

Practice outfits must adhere to the school dress code unless authorized by the administration. Shorts should be at a reasonable length and no bare midriffs are allowed. Tennis shoes are a must for all try-outs and athletic practices. Students will be dismissed from try-out sessions and practices without proper footwear.

RANDOM TESTING OF STUDENTS PARTICIPATING IN ATHLETICS

Participation in athletics is a privilege and not a right. Students involved in athletic activities represent the school and school system in interscholastic competition, public performances and various other activities. They are role models for other students. Their use or abstinence in the use of alcohol or illegal drugs is likely to influence the choices of other students. In addition, the use of abuse of alcohol and/or illegal drugs by athletes is likely to increase student injuries to the user or others with whom he/she is playing. Finally, the Board believes that the adoption of this random alcohol and drug testing policy will deter the use of alcohol and drugs among students. Therefore, the Board of Education has adopted this policy on the random alcohol and drug testing of students who participate in athletic activities.

This policy applies to grades 6-12 students who elect on a voluntary basis to participate in any school athletics.

ELIGIBILITY RULES AND REGULATIONS

The purpose of all eligibility rules and regulations is to keep competition equitable and to maintain a safe atmosphere while keeping athletics in proper perspective with relation to the total educational program. Students and parents should give their attention to the following state adopted rules for participation:

RESIDENCY: Students must live within the administrative unit or have an approved BCS transfer form on file.

ATTENDANCE: Players must have been in compliance with the Beaufort County Board of Education Attendance Policy the previous semester (No more than 10 absences per

semester) unless otherwise approved by administration. Students who are absent on the day of a planned athletic event or practice may not participate on the date they are absent without prior approval from the principal. Exceptions by the principal are made on a case-by-case basis. Typical exceptions include medical appointments/procedures and/or deaths in the family.

AGE: 5th Graders are not eligible for sports participation. 6th Graders may play all sports except football. A student shall not participate on a 7th or 8th grade team if he/she becomes 15 years of age on or before August 31st of the current school year.

MEDICAL EXAM: To be eligible to try out for participation in athletics each player must receive a medical exam once every 365 days by a physician licensed to practice medicine. The medical exam must be completed on the Beaufort County Schools physical form, no other form will be accepted. In addition to the required medical exam, a concussion test is also required. Concussion tests will be provided at the school and dates for these tests will be announced throughout the year. Students absent from practice for ten or more days due to illness or injury shall receive a medical clearance by a physician for re-admittance to practice and contests.

SCHOLASTICS: Participating in athletics is highly encouraged, however, they are students first, with a priority on their education. Progress reports or report cards will be checked by your coach every third week of the grading period. A student must maintain a no failure status at all times. If one or more of the student's grades falls below 60, the student will be placed on probation immediately until the student earns a passing grade. Once the student brings the grade to passing, he/she will be eligible to participate.

DISCIPLINE: Students who participate in athletics are expected to refrain from receiving discipline referrals to the office. Any athlete placed in In-School Suspension (ISS) for the first time cannot participate in any athletic event on the day(s) of the ISS placement. However, the athlete is required to attend practice. The second ISS offense and the first out-of-school suspension (OSS) offense will result in the student's dismissal from sports for that sport season per Athletic Conference Policy. The coach of each team may have requirements for participation on his/her team that is stricter than what is stated here. Those requirements will be presented to the athlete in writing, must be signed by the student and his/her parents, and must be returned to the coach. This must be done before the student can participate.

SCHOOL ACCIDENT INSURANCE:

School insurance will be available for students. Ask your teacher for information about the plan approved by the school board for 2022-23. **Beaufort County Schools will not be responsible for the expenses incurred due to accidental injury or the loss of personal items.** The administration of Chocowinity Middle School strongly recommends that you purchase school insurance. The School Board will pay for basic coverage for all athletes participating in school-sponsored athletics. The parent's insurance will be the primary insurance. Parents of athletes may purchase the Economy Plan or the Premium Plan at additional cost.

STUDENT FEES

Parents/students are responsible for payment of all debts at the end of the school year. This includes school pictures, yearbooks, fundraising events/ products, field trips, Media fines, technology fines, cafeteria fines, damaged and lost books, textbooks, library books, sheet music, school instruments, etc. Students who owe debt will not be allowed to participate in end of year activities such as Dances, Moving Up Ceremony (if applicable), End of year outside fun day and/or athletics. **Parents/guardians can now pay owed fines using the SchoolCash Online website. This link can be found on the Chocowinity Middle School website.**

Note: Student debt follows students from school to school. Students will not be allowed to walk at their Senior Graduation in high school until all debt is cleared.

PROGRESS REPORTS/REPORT CARDS

Each teacher will send one progress report to the parents of every student once each marking period. These reports will be sent home with the student. Communication between home and school is encouraged. Parents should not hesitate to call if they have questions or concerns. Progress reports should be signed by the parent and returned to the teacher on the next school day.

Nine Weeks	Progress Report One	Report Card
1 st Nine Weeks	September 28, 2022	November 9, 2022
2 nd Nine Weeks	December 6, 2022	January 20, 2023
3 rd Nine Weeks	February 24, 2023	March 30, 2023
4 th Nine Weeks	May 9, 2022	End of Year

GRADING SCALE

90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
50 -	0	F

GRADING PERCENTAGES IN EACH CLASS

Application: 40%

Assessment: 60% (A minimum of three assessments per marking period)

REPORT CARDS

Report cards will be issued by the student's homeroom teacher after the end of each nine-week grading period. Parents are asked to discuss the report card with the student. At the

end of each semester each student will be given a semester average grade for each core course. The semester grades will be determined by averaging the two nine-week grades. Adding the two semester averages and dividing the sum by two will determine the yearly average.

HONOR ROLL

An honor roll will be published each nine-week grading period. Students can qualify for an all A honor roll or an A and B honor roll compiled from grades on all subjects. PTA rewards our honor roll students the first three nine weeks.

CHOCOWINITY MIDDLE JUNIOR BETA CLUB

The National Junior Beta Club is an honor organization that recognizes outstanding academic achievement, promotes strong moral character and social responsibility, encourages service to others, fosters leadership skills, and provides settings for you to develop strong interpersonal skills.

SELECTION CRITERIA FOR NATIONAL JUNIOR BETA CLUB

Students are selected as members of the National Junior Honor at the end of the first semester of their 7th grade year. They must have a cumulative average of 90% or higher in all classes from 6th grade through the 1st semester of their 7th grade school year in order to be eligible for induction. Students must have been enrolled at Chocowinity Middle for a minimum of 1 semester in order to be considered for membership. Students should have no more than two ISS assignments or one OSS assignment in order to be eligible.

HOMEWORK POLICY

Students are required to record homework assignments in planners and complete them. All returned work should be kept by the student at least until the end of the grading period. All independent practice or study that is assigned will be evaluated by the teacher and will be counted in the performance grade for the student. All students are expected to do assigned homework.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire/Tornado/Lockdown drills are a necessary routine for ensuring student and staff safety. These drills are practiced during the school year. All students are expected to follow the established drill plans as discussed by their teachers and administration. An alarm will be sounded for each of these drills, and students are expected to evacuate the building in a quick, quiet and orderly manner. When the all-clear is given, students are expected to re-enter the building in a quiet and orderly manner. **Students who misbehave or interfere with carrying out these drills in a safe, quiet and orderly manner will receive an office referral.** Please talk with your child about the seriousness and importance of conducting these required drills.

Note.. There will be no student check outs during a scheduled drill. Parents will remain outside until the announcement is made that the building is all clear for return.

SCHOOL WIDE DISCIPLINE PLAN


Research about effective schools invariably reveals that such schools are orderly places. High standards, high expectations, and a caring environment characterize them. Misbehavior is dealt with quickly, fairly, openly, and without discrimination. The best discipline is self-discipline.

At Chocowinity Middle School, we strive to ensure that students enjoy a safe and orderly environment while they are at school. To ensure that a safe environment is maintained, it will be necessary to impose disciplinary action on students exhibiting inappropriate behavior at school and while participating in school related activities. In all cases students will be treated in a fair, equitable, and consistent manner.

Administrators will attempt to make a phone call home for students who have received a discipline referral and the consequences associated with the referral. **It is the parent's responsibility to make sure that the school has the correct telephone number and address.** Parent notification will either be written and/or phone communication. Parents should check with their child about problems they may encounter in school.

If the student is placed in ISS they must be in attendance for all of the days they are assigned to ISS. **If they are absent or checked out of school on one of the days they are assigned to ISS they must make up the day when they return to school.** In addition, if the student misbehaves in ISS and is unable to stay in ISS, the parent will be contacted and the student will be sent home to finish their ISS assignment at home.

Chocowinity Middle School Positive Behavior Matrix

	C COME PREPARED	M MANAGE YOUR BEHAVIOR	S STRIVE FOR EXCELLENCE
CLASSROOMS LIBRARY	Bring pencils and all necessary materials to class. Complete all assignments to the best of your ability.	Listen and follow all directions. Treat others as you want to be treated.	Accept responsibility for your actions and the consequences that result.
BATHROOMS	Only request to go to the bathroom when necessary.	Use the restroom in a timely manner. Follow the Student Code of Conduct.	Use and dispose of paper products appropriately. Help keep the bathroom clean.
CAFETERIA	Bring lunch money or lunch.	Wait quietly in line and keep hands to yourself. Use manners when requesting food.	Be kind to your neighbors. Keep your space clean.
BUSES	Have all your necessary supplies with you as you meet the bus. Keep your bus clean and in good condition.	Follow all procedures for a safe ride. Respect the rules, drivers, and passengers.	Keep all talk positive and quiet. Greet others in a friendly manner.
ASSEMBLIES	Bring only required items.	Follow all directions for arrival and dismissal. Be attentive to the presenter.	Represent CMS in a positive manner.
HALLWAYS	Waiting patiently to the side of the classroom door. Have a hand-written pass when out of class for errands.	Stay to the right of the hallway in a single-file line.	Silent hallways during instructional times.
CONSEQUENCES			
Step 1: Direct Verbal Warning and Parent Contact with Documentation.	Step 2: Teacher Intervention and Parent Contact with Documentation.	Step 3: Teacher Intervention and Parent Contact with Documentation.	Step 4: Office Referral.

CMS Disciplinary Action Matrix

Incident	1 st Offense	2 nd Offense	3 rd & Subsequent
Abusive Language to Staff	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Abusive Language to Student	1 day ISS	2 days ISS	OSS-determined by Administration
Aggressive Behavior	3 days OSS	3-5 days OSS	5-10 days OSS
Bullying/Harassment	Incidents investigated and consequences determined on an individual basis. Consequences can include administrative conferences up to expulsion.		
**Bus Misbehavior	3 day bus suspension	5 day bus suspension	**10 day bus suspension
Non-Compliance/ Insubordination	1-3 days ISS	1-3 days OSS	5-10 days OSS
Disruptive Behavior	1 day ISS	2 days ISS	3-5 days ISS
Electronic Devices	Warning	Confiscate/Student picks up from office at the end of the day	Confiscate/Parent Pick-up
Fighting; Simple Affray	Up to 10 days OSS	Up to 10 days OSS	Long Term Suspension/ Recommendation to ALP
Horse Play	1 day ISS	2 days ISS	3 days ISS
Inappropriate Contact	1 day ISS	2 days ISS	3 days ISS
Leaving Class w/o Permission/Out of Area/Skipping	1-3 days ISS	1 day OSS	3 days OSS
Theft	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Possession of Tobacco/Smoking/Vaping	3 days OSS	5 days OSS	Up to 10 days OSS
Possession of Controlled Substance/Alcohol	10 days OSS	Long Term Suspension/ Recommendation to ETC	

**The 4th bus referral will result in long-term bus suspension.

ATTENDANCE POLICY

Beaufort County Board policy requires all students to be in attendance at all times that school is in session. Missing more than 20 days per year will result in failure to receive credit for the course. Excessive tardiness and early checkouts will be counted as class absences and will impact promotion . Parents are encouraged not to pick up their children from school early because they will be counted absent from that class.

Please note that any student who is absent from school cannot attend an afterschool event (Sports, School Dances, Award Ceremonies, Moving Up Ceremony, etc.) without PRIOR approval from the principal.

Required attendance documentation in accordance with current district policy

- Student has not attended class in 3 days - Counselor makes parent/guardian contact and data manager mails certified letter
- Student has not attended class in 6 days - Certified letter mailed by data manager and virtual supplemental problem solving meeting with parents/ guardians will be scheduled by the school counselor. If appropriate, the Supplemental Problem-Solving Team will need to invite the school nurse, EL teacher, etc. Social worker is given all the documents. If the parent/guardian doesn't attend the meeting, a home visit will be scheduled.
- Student has not attended school in 10 days - the school counselor will schedule an Intensive Problem-solving meeting. In attendance will be the principal, social-worker, school nurse (if appropriate), school counselor, school staff, parent, guardian or custodian, and student. In this meeting, the team will complete the Intensive Intervention Plan, review any information collected by the school and shall confer with the student and the student's parent, guardian, or custodian to review the concerns and determine if the parent has made a good faith effort to comply with the policy. (Article 26 G.S. 115C- 378 f).
- Students continue to miss school - if the parent has made a good faith effort, a juvenile petition may be filed against the juvenile as a truant or undisciplined juvenile. If the parent has not made a good faith effort, a warrant may be filed with the magistrate to schedule a criminal court appearance. (Article 26 G.S. 115C- 378 f) The social worker will contact the appropriate authorities to file the petition or warrant. The Principal or other school staff may be listed as witnesses. (Article 26 G.S. 115C- 378 f) The social worker will continue to monitor the student's attendance and progress per any court orders issued.

ABSENCE-NOTE PROCEDURES

When a student is absent from school/class for any reason other than school-sponsored business; the absence is recorded. If a student is absent for the entire day or any portion of the day, the student is required to bring a note from the parent/guardian stating the reason for the absence. It is the student's responsibility to turn in a proper note from the

parent to the Homeroom teacher immediately after an absence. If a note is not presented within 3 days, the absence will be coded unlawful/unexcused.

Each note should contain the following information:

Date of note

Specific reason for absence

Date of absence

Signature of the parent or guardian

Parent or guardian phone number (home and business).

Students who ask for excused absence for group travels (such as sponsored by church or other non-school groups) must have a group letter signed by the parent.

The student is responsible for making up all work missed during an excused or unexcused absence.

LAWFUL/EXCUSED ABSENCES

Illness or Injury

Quarantine

Death in the Immediate Family

Medical or Dental Appointments

Court or Administrative Proceedings

Religious Observance

Educational Opportunity

UNLAWFUL/UNEXCUSED ABSENCES

A student who fails to bring a note explaining absence.

A student who is willfully absent from school without the knowledge of the parent or guardian.

A student who is absent from school for any reason other than those listed as “lawful/excused.”

All unexcused absences will result in a failing grade(s) recorded on the day(s) of the absence(s) until assignments are made up. Assignments will not be accepted after the nine-week grading periods end. **PLEASE NOTE: Going out of town is NOT an excused absence. Trips that are educational in nature may be excused but require prior approval from the principal.**

MAKE-UP WORK

Students are permitted to do make-up work for any absences. It is the responsibility of the student and/or parent to make arrangements with his/her teacher for a specific timeline for doing the work. Remember progress reports go home every 3 weeks. Teachers will highlight all the missing assignments and failed assignments to alert the student and parent as to what needs to be re-done or made up. The student will have until one week before the end of the nine-week period to turn in these assignments. After that point the grade book will be shut for that marking period. Review your progress reports and contact your teacher immediately for help in making up any missed assignments.

BELL SCHEDULE

7:25 Students may enter building

7:45 Tardy Bell

Period	Time
Homeroom	7:25-8:00
1 st Period- (8 th planning)	8:00-9:10
2 nd Period- (6 th planning)	9:13-10:23
3 rd Period- (Homeroom)	10:26-12:16
4 th Period- (7 th planning)	12:19-1:29
5 th Period- (Tutoring/Accel.)	1:32-2:42

LUNCH SCHEDULE

10:30 -- 10:55 Tate, T.Moore

10:35 -- 11:00 Stewart, Carrawan

10:40 -- 11:05 Horn, Taylor

11:00 -- 11:25 Strickler

11:05 -- 11:30 Schneider

11:10 -- 11:35 Young, Jenkins

11:15 -- 11:40 Sadler

11:30 -- 11:55 Leary

11:35 -- 12:00 Caroon

11:40 -- 12:05 Alligood

11:40 -- 12:05 Mooring

11:45 -- 12:10 Chesson

MODIFIED SCHEDULES

In the case of inclement weather or other situations that call for modifying a schedule, please use the following schedules:

1-HOUR DELAY SCHEDULE	
8:45-9:50	1st PERIOD
9:53-10:58	2nd PERIOD
11:01-12:26	3rd PERIOD/LUNCH
12:29-1:34	4th PERIOD

1:37-2:42	5th PERIOD
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2-HOUR DELAY SCHEDULE	
9:45-10:38	1st PERIOD
10:41-11:54	3rd PERIOD/LUNCH
11:57-12:50	2nd PERIOD
12:53-1:46	4th PERIOD
1:49-2:42	5th PERIOD

3-HOUR DELAY SCHEDULE	
10:45-11:46	3rd PERIOD/LUNCH
11:49- 12:30	1st PERIOD
12:33-1:14	2nd PERIOD
1:17-1:58	4th PERIOD
2:01-2:42	5th PERIOD

EARLY RELEASE SCHEDULE	
7:45-8:25	1st PERIOD
8:28-9:08	2nd PERIOD
9:11-9:51	4th PERIOD
9:53-10:33	5th PERIOD
10:36-11:42	3rd PERIOD/LUNCH

Chocowinity Middle School Parent Involvement Policy

Chocowinity Middle School encourages parents to be active participants in their child's education. Parents are informed of their child's progress on a regular basis. Literacy assessment results, NC Check-in Scores, Diagnostic Reports, and/or End-Of-Grade summary reports will be given to parents. Active parental participation is encouraged through: Open House, parent nights, conferences, telephone calls, emails, visitations, a public hearing, PTO meetings/events, parent volunteerism, parent surveys, school memos/newsletters, recognition activities, learning contracts, reading incentive programs, PowerSchool grading portal, and the school/teacher websites and/or Learning Management Systems (LMS) which provide access to important school information. Also, Weekly Communication Folders go home for all students.

For those parents of Multilingual Learners (ML), forms will be available in Spanish upon request. An interpreter will be available for assistance at School-Wide parent meetings/events upon request. Parents are asked to supervise and document independent reading during the school year. Their input is solicited through the use of surveys so as to identify needs. A formal declaration of parental commitment to their child's education is demonstrated by the signing of a learning contract, once again recognizing and emphasizing the importance of active parental involvement in their child's education.

*Please scan the QR code below to reference the entire Title 1 Parent and Family Engagement BCS Policy 1320/3560



**Chocowinity Middle School
Calendar 2022-2023
(schedule is subject to change)**

August

17-Postcards mailed to students
18-Southside Back to School Bash 6:00-8:30
22-26 Football Try-outs- 3:00-5:30
25-CMS Open House 2:00-6:00, KONA ICE
29-1st Day of School
Aug 30-Sept 1-Volleyball Try-outs 3:00-5:00

September

National Hispanic Heritage Month- September 15-October 15
5-Holiday
16- Middle School Dance 6-8pm
19-SIT Meeting/3:00/Library
20-National IT Professional Day
21-Fall Picture Day
28-Progress Report Pick-Up/Public Hearing 6:00

October

Bully Prevention Month
2-School Custodian Appreciation Day
10-14-National School Lunch Week; Theme-Peace, Love, & School Lunch
17-21-National School Bus Safety Week
17-SIT Meeting- 3:00
23-31 Red Ribbon Week
27-5:00-6:30 CPS Halloween Block Party/Wear Halloween Costume at party- CMS will do Haunted Hallway
28-Early Release
31-1st Quarter Ends; Halloween

November

Native American Heritage Month
1-Required Workday
1-Teacher Work Day
9-Report Cards Go Home
11-Holiday- no school
16-National Educational Support Professionals/Teacher Assistants Appreciation Day
19-Choco Christmas Parade
21-SIT Meeting 3:00
23-26 Thanksgiving Break

December

6-Progress Reports go home

12-SIT Meeting- 3:00

12-16-CMS Holiday Spirit Week

- 12- Mele Kalikimaka- Wear Christmas Vacation/ Holiday Beach Attire
- 13- Winter Wonderland- Wear White/Silver and Sparkles
- 14-“Baby, It’s Cold Outside”-Ugly Christmas Sweater Contest
- 15- Santa and his Elves- dress as one or the other!
- 16- Pajama Day

15- Winter Semi-Formal 5th-8th 6:00-8:00

19-Christmas Break Begins

January

2-Teacher Work Day

3- Students return!

16-Holiday- no school

20-2nd Quarter Ends

23-Teacher Workday- SIT meet @ 8:00

February

Black History Month

3-Early Release

6-Report Cards go home

6-10-National School Counselor Appreciation Week

10-100th Day of School

13-17 Random Acts of Kindness Week/Day is 17th

15-School Resource Officer Appreciation Day

20-Teacher Workday- no school for students

21-SIT Meeting- 3:00

22-School Bus Driver Appreciation Day

24-Progress Reports go home

March

Women’s History Month

2-Read Across America

6-11-National School Social Worker Week

10-Teacher Workday- no school for students

20-SIT Meeting 3:00

20-24-College and Career Readiness Week

30-3rd Quarter Ends

31-Teacher Workday- no school

April

TBA-Steppin Out

4-School Librarian Appreciation Day

5-CPS/CMS Vertical Planning

3-7-National Assistant Principal Week

6- Field Day
 6- Report Cards go home
 10-14 Spring Break
 17-21-National Volunteer Recognition Week
 17-SIT Meeting 3:00
 19-Report Cards sent home
 26-National Admin Professional's Day

May

Asian American and Pacific Islander Heritage Month
 Yearbook Signing Party TBA pending yearbook delivery
 1-School Principal's Appreciation Day
 1-5-Teacher Appreciation Week
 5-Teacher Workday- no school for students
 5-School Lunch Hero Day
 9-Progress Reports go home
 10-School Nurse Day
 16-8:30-10:30 CPS/CMS Transition Trip
 19- 8th grade Formal- 6:30-8:30
 22-SIT Meeting 3:00
 25-9:30 Southside High School Senior Walk
 26- 5th and 8th Science EOG
 29-Holiday
 31- Reading EOG

June

1- Math EOG
 8- 8th Grade Moving Up Ceremony 6:00
 8- 5th-7th Grade Awards Ceremonies 11:30-1:00
 9- Last Day of School/4th Quarter Ends/End of Year Outside Celebration/Report Cards go home

Student Name: _____ Student ID #: _____

Student Email: _____ Student Email Password: _____

Student Username: _____ Student Password: _____

Class Teacher	Teacher Email (See below) @beaufort.k12.nc.us	Google Class Code	Remind Code

Other User/Password	Other User/Password	Other User/Password

**** Add @beaufort.k12.nc.us after the teacher email name ****