

CHINA GROVE MIDDLE SCHOOL

STUDENT HANDBOOK



2022-2023

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PRINCIPAL'S MESSAGE

We are excited to kick off another school year! We are looking forward to a partnership that will ensure our students will reach their highest potential. We provide stability and a sense of normality as the coronavirus has certainly challenged our community. Despite these challenges, we are here to provide engaging and rigorous learning. This handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. We speak success for the school year and look forward to a prosperous school year.

GENERAL SCHOOL INFORMATION

Student Schedule

Student Drop Off Begins	7:00
Breakfast Starts	7:00
Breakfast Ends	7:25
First Bell	7:20
Warning Bell	7:29
Tardy Bell	7:30
Dismissal Bell	Bus Riders 2:25
	Car Riders 2:30

Student Fees

P.E.	
iPad Usage Fee	\$20.00

**Students must pay the iPad fee before a device is issued. They must also complete the annual student registration.*

Activity Calendar and School Information

CGMS will have weekly newsletters that can be found on our weekly S'more Newsletters.

<https://www.rssed.org/cgms/parents-community/parent-newsletter>

BELL SCHEDULES

6th Grade

7:30-7:35	Home Room
7:40-8:30	1 st
8:35-9:25	2 nd
9:30-10:20	3 rd Red Time
10:25-11:45	4 th (Lunch)
11:50-12:40	5 th
12:45-1:35	6 th
1:40-2:30	7 th

7th Grade

7:30-7:35	Home Room
7:40-8:30	1 st
8:35-9:25	2 nd
9:30-10:20	3 rd Red Time
10:25-11:15	4 th
11:20-12:40	5 th
12:45-1:35	6 th
1:40-2:30	7 th

RSS CODE OF CONDUCT AND SCHOOL EXPECTATIONS

https://docs.google.com/document/d/1pNVwc1HAiCurFyKrLB9n8ft_fwguzSpALF6Q8JPS4uI/edit?usp=sharing

STUDENT SERVICES

Counseling and Intervention

Students are encouraged to visit the counselors or intervention specialist for personal guidance and for information on grades, study help, and academic planning. The counselors and intervention specialist are available to discuss home, school, and/or social concerns. Students can always request to speak with a counselor or intervention specialist by talking with a teacher, scanning the

Library

The library has books, magazines, ebooks, and other materials for student assignments and recreational reading. Students are encouraged to visit and check out books as often as they want. Rowan-Salisbury Schools does not charge fees for overdue books. If a student loses a book, the student will be expected to pay to replace the book or work with the librarian to find an alternative solution. Students may come to the library any time during the day, as long as they have permission from their teacher.

Cafeteria

**Students will eat breakfast and lunch in the cafeteria.*

The cafeteria is maintained as a vital part of the health program of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast will also be served in the morning for students. The cafeteria staff appreciates cooperation from students in the following ways:

- Deposit all litter in the trash can.
- Leave the table and floor clean.
- Keep all food and drinks in the cafeteria.

Cafeteria Pricing:

- Student Breakfast \$1.00 (no charge for those qualified for reduced pricing)
- Adult Breakfast A la carte pricing (pay per item)
- Student Lunch \$2.50 (\$0.40 for those qualified for reduced pricing)
- Adult Lunch \$3.75

School lunches will not be free to all students this year due to the end of the federal waivers that supported this initiative during the pandemic.

If a child needs free or reduced lunch, parents must fill out a Free and Reduced Lunch form on the new Titan Family Portal. Paper copies are still available at all schools if families cannot fill out an online application. We will continue to provide universal breakfast to all students at no cost.

Informational Link: [Titan Family Portal](#)

Prescription Medications

It is recommended that, if possible, all prescription medications a child needs be taken at home. In the event it is necessary for a student to take a prescription medication at school, a Physician's Authorization form must be completed and turned in to the China Grove Middle School office along with the medication in the original container. No student is allowed to possess prescription medications on school grounds. These medications are secured by trained personnel and given on the schedule provided by the physician.

Over-the-Counter (OTC) Medications

Middle and high school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications. These medications **MUST** be in the original packaging and include the student's name on the packaging. A student must only carry the dosage(s) he/she may take during that day. For example, a medication suggests 2 tablets every 4 hours would mean the student should only carry 4 tablets (2 doses) on a given school day. This policy **DOES NOT** apply to any OTC medications that are stored behind the pharmacy counter (such as Sudafed) and require a parent signature for purchase. These medications must be administered under the same guidelines as prescription medications.

ATTENDANCE

Student success in school is directly tied to attendance. The responsibility of attending school lies with the student and the parents.

Absences

The Board of Education, administration, and teachers feel that there is a direct correlation between attendance and achievement. All students are expected to be in attendance each day that the school is in session. Students who are absent must bring a written excuse from their parent/guardian upon returning to school. This excuse must be completed within three school days. Students who are under a doctor's care while absent should bring a note from the doctor's office.

Lawful (Excused) Absences:

- Illness or injury
- Quarantined
- Death in the immediate family
- Medical/Dental appointment
- Court appearances
- Educational opportunities (must be approved by a school administrator in advance)

Unlawful (Unexcused) Absences:

- Lawful absences not presented in writing within three days of absence
- Absences not meeting the above guidelines
- Note: Family vacations are not normally considered to be excused absences.

Tardies

In order to ensure the strongest education possible, students should strive to be on time each morning. Students should be in their homeroom by 7:30 or they will be counted tardy. Any student arriving to school after 7:30 must stop in the front office to sign in. The Rowan-Salisbury Board of Education expects students to be prompt and on time to school and to their individual classes.

Early Dismissals

In order to ensure the strongest education possible, students should strive to remain at school until the end of the day. Students leaving school must be signed out in the office by a parent or guardian. To ensure student safety, please do not send siblings or friends to sign out students. Anyone picking up a student should be listed on their Emergency Contact Form.

SCHOOL TELEPHONE USAGE

Students and parents need to work out non-illness/non-emergency situations prior to coming to school so that minimum phone calls are needed. Proper procedures for using the phone include:

- Ask permission before using the phone in the classroom or personal cell phone
- Students may lose the privilege of using the phone if it becomes a daily occurrence

CELL PHONES

AWAY for the Day! Students are not allowed to have cell phones during class. They may not be visible or seen. They may check their phones during class change.

RSS policy allows students to possess cell phones. Cell phones should be turned off and out of sight during the instructional day unless authorized by school staff. It is a student's responsibility to ensure that his/her cell phone is turned off completely and kept out of sight during unauthorized times. A student may have their phone confiscated and stored until the end of the day. Repeated violations will result in a parent having to come and retrieve the student's cell phone. Students who repeatedly violate the above restrictions shall be deemed to have created a disruption to the instructional environment and be subject to disciplinary action determined by the principal as well as confiscation of the cell phone. A student shall be personally and solely responsible for the security of his/her cell phone. The Rowan-Salisbury Schools Board of Education shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

PARENTS NEEDING TO CONTACT THEIR CHILD SHOULD DO SO THROUGH THE FRONT OFFICE.

DELIVERIES TO STUDENTS

- *We will be limiting parent access to meetings only during the school day.*

To ensure that instructional time is protected, students are not allowed to receive deliveries such as food, flowers, balloons, etc. at the school.

LOCKERS AND LOCKS

Lockers are provided as a convenience for students. Students are responsible for keeping their lockers locked, clean, and orderly. Students are advised to not share their lock combination with others. Students may bring their own locks as we do not have any available for purchase. We ask that you not bring a key lock, but a combination.

PARENTS, VOLUNTEERS, AND VISITORS

Due to safety, only students and staff will be allowed in the school building. However, we will welcome parents, volunteers, and visitors back into our building as needed (meetings) and it will resume to an open policy when it is safe to do so.

LOST & FOUND

Students should report lost items to their teacher. The lost articles will then be placed in the lost and found area outside of the media center. Lost articles that are not claimed within a reasonable time will be given to a charitable organization. **DO NOT BRING EXCESSIVE AMOUNTS OF MONEY, VALUABLE JEWELRY, OR OTHER PERSONAL ITEMS TO SCHOOL.** The school is NOT responsible for any loss incurred. If you must bring large amounts of money to school, please bring it to the office as soon as you arrive for safekeeping.

RECEIPTS AND REFUNDS

Students will be given a receipt for any money paid that is \$5.00 or more. Parents and students cannot be given a refund unless they can produce the receipt they were given. Parents should keep receipts for this reason.

STUDENT BEHAVIOR CODE

All students will be subject to the regulations and disciplinary procedures outlined in [the Rowan-Salisbury School System Board of Education Code of Conduct. Español](#). Students are subjected to school rules and their enforcement while traveling to and from, attending, and participating in school-sponsored activities, either on or off the school campus.

Behavioral Expectations

At Southeast, students are expected to: Take care of this place, take care of each other, and take care of themselves. According to the *Rowan-Salisbury Schools Board of Education Code of Conduct*, “the intent of any disciplinary action is to bring about a positive change in a student’s behavior.” At Southeast, we strive to utilize restorative practices to best implement behavioral interventions, which will keep students safe and in class. We practice PBIS and believe that providing clear school rules and expectations are key to our success.

Expectations	All Settings	Classroom	Hallway	Bathroom	Cafeteria	Arrival and Dismissal	Bus	Assemblies
We are respectful.	Allow adults to be in charge Follow directions the 1 st time they are given Respect other's school property Follow the RSS Dress Code	Be focused on the class lesson Wait your turn to talk Use electronic devices when permitted	Stay on the right side Walk single file Voice levels off or at a minimum (whisper level)	Take care of the restroom Clean up after yourself Be sure to maintain personal space	Remain in your seat Use your manners Maintain appropriate voice levels	Remain in arrival area until dismissed Remain in assigned area until dismissal	Listen to the driver and monitors	Respect yourself, school, and others Use performance etiquette
We are responsible.	Use Appropriate Voice Level Be prepared with your materials Always be in your assigned area Be a student leader when permitted	Be productive Give your best effort Complete and submit work on time Clean up after yourself	Keep your hands and feet in your space Manage your time at your locker and in other places Walk to and from your assigned area	Use facility quickly and quietly Keep electronics out of the restroom Wash and dry your hands	Take your turn through the lunch line Take what you need Use what you take	Upon arrival, go directly to your assigned area Listen carefully to morning or end of day announcements	Stay in your seat Keep feet inside of seating area	Sit quietly Focus on performance
We are ready to learn.	Maintain personal space Use kind words Keep hands, feet, and all other objects to yourself	Be prepared for the lesson Make positive choices Actively participate	Gather the materials you need for class	Return to class promptly Report any problems to an adult	Clean up your area before leaving the cafeteria	Proceed directly to your location when you arrive or depart from school	Back to back Seat to seat Feet to feet	Stay with your assigned class Listen and participate

P - Positive Attitude R - Responsible I - Integrity D - Disciplined E - Excellence

China Grove Middle School's Core Behavioral Expectations.

Students will be taught what these mean throughout the year, so that expectations are clearly understood.

RSS Discipline Matrix

Disciplinary Action

Most discipline will be taken care of at the classroom level. If classroom interventions are ineffective, students with consistent patterns of behavior problems may be referred to the school counselors, the MTSS/restorative practices coach, or administrators for further action. We will also work to communicate any concerns to parents/guardians

The goal of behavioral interventions is to restore relationships and keep students safe and in class. Actions taken to manage behavior will be restorative in nature, and it is our goal to minimize the number of ISS/OSS days to keep students in the classroom.

Behavioral Interventions

From the *RSS BOE Code of Conduct* (p. 18-19):

Minor violations (levels 1 & 2 from the chart below) of The Code of Conduct may result in disciplinary measures or responses up to and including short-term suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- parental involvement, such as conferences
- time-out for short periods of time
- behavior intervention plan (BIP)
- instruction in conflict resolution and anger management
- peer mediation
- individual or small group sessions with the school counselor
- academic intervention
- in-school suspension
- community service
- exclusion from graduation ceremonies
- exclusion from extracurricular activities
- suspension from bus privileges

CGMS has also drafted its own list of classroom interventions for teachers to utilize to redirect behavior.

In-School Suspension

Students exhibiting behavior problems may be assigned to in-school suspension. There will be a teacher assigned to the ISS room at all times. Students are expected to complete all assignments given.

When a student is suspended (ISS or OSS), the student will be excluded from school-sponsored activities (ball games, dances, field trips, assemblies, club meetings, etc.) during the time that she/he is serving this suspension.

Short-term Suspension

Short-term suspension is defined as any removal from school and school activities of 10 days or less. This determination is made by the administrative staff and the reason for suspension and length communicated to the parent. Students on short-term suspension will be provided the opportunity to complete any work or tests they miss during the suspension period.

RSS Code of Conduct Violation Levels and Possible Consequences

https://docs.google.com/document/d/10aDhr8neONCU_7JZJPF3Py5A7L_LXQqw0eL7hPbSm9Q/edit?usp=sharing

Level	Examples of Infractions	First Offense Consequence	Subsequent Consequences
I	Dress Code Violation; Falsification of Information; Gambling; Honor Code Violation; Inappropriate Items at School; Insubordination; Medication Policy Violation; Possession/Use of Tobacco; Truancy/Skipping (ISS Max Punishment) Maximum of two (2) days suspension for each offense	This violation may result in disciplinary action as determined proper by the building principal to include documentation of notification to the parent/ guardian.	This violation may result in assignment to In-School Suspension or short-term suspension. Additionally, a conference with the student and parent may be necessary prior to the student's return to school.
II	Aggressive Behavior; Hazing; Bullying; Possession of Alcohol; Communicating Threats to a Student; Cyber Bullying; Possession/Use of Counterfeit Items; Disorderly Conduct; Property Damage - Less than \$1,000; Disruptive Behavior; Theft - Value Less than \$1,000; Extortion; Harassment - Verbal; Possession of Alcohol ; Possession of Chemical/Drug Paraphernalia	This violation may result in assignment to In-School Suspension or short-term suspension up to 10 days.	This violation may result in In-School Suspension, short-term suspension and/or disciplinary reassignment to an alternative program not to exceed 180 days.
III	Off-Campus Consumption of Alcohol or Controlled Substances; Affray; Assault Involving Use of a Weapon; Possession of a Weapon (except Firearms); Possession of Controlled Substance/Selling; Assault Resulting in Serious Injury; Property Damage - More than \$1,000; Assault on School Personnel; Robbery With a Dangerous Weapon; Assault on Student; Robbery Without a Dangerous Weapon (except firearms); Bomb Threats (dynamite, cartridge, bomb, grenade, mine, or powerful explosive); Sexual Assault & Sexual Offense Sexual Misconduct; Breaking/Entering a School; Building/Property; Theft - Value more than \$1,000; Communicating Threats to an Adult; Unlawfully Setting a Fire; False Fire Alarm; Use of and / or Distribution of Alcohol; Fighting; Use of and/or Distribution of Controlled Substances; Gang Activity; Harassment - Sexual	This violation may result in short-term suspension and/or long-term suspension depending on the severity of the offense. Law enforcement and/or other agencies may be notified where appropriate.	
IV	Possession of Firearm or Destructive Device (a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.)	This violation may result in a 365-calendar day suspension. The superintendent may modify the consequence pursuant to Policy 4353 - Long-Term Suspension, 365-Day Suspension, Expulsion.	

NOTE: See the RSS Code of Conduct provided to you and available on the district website for details regarding definitions of offenses and further information regarding discipline actions. [Code of Conduct](#)

Bus Rule Infractions and Consequences

- Students will have assigned seats on the bus.
- Cloth face coverings are not required this year.

Getting on the bus

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behaviors that can lead to carelessness.
- Do not stray onto streets, alleys or private property.
- Line up away from the street or road as the school bus approaches.
- Wait until the bus has stopped and the door opens before stepping onto the roadway.
- Be attentive to the bus driver's hand signals.
- Use the handrail when stepping onto the bus.

Behavior on the bus

- When on the bus, find a seat and sit down.
- Always face the front.
- Do not stand up while the bus is in motion.
- Loud talking or other noise can distract the bus driver and is not allowed.
- Never put your head, arms, or hands out of the window.
- Keep aisles clear – books or bags are tripping hazards and can block the way in an emergency.
- Before you reach your stop, get ready to leave by getting your books and belongings together.
- At your stop, wait for the bus to stop completely before getting up from your seat.
- Walk to the front door and exit by using the handrail.

Getting off the bus

- Students are to get off the bus at their assigned stop.
- If you have to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road, until you can turn around and see the driver.
- Be attentive to the bus driver's hand signals.
- Make sure that the driver can see you.
- Stay away from the bus's rear wheels at all times.

Students will lose their privilege of riding a bus for willful misconduct. Continued misbehavior may result in losing bus privileges for multiple days, weeks or for the rest of the school year. For minor infractions and safety rule violations, the sequence of consequences shall be as follows:

- First referral = Warning
- 2nd referral = Will result in the removal from the bus for 1, 3, 5, or 10 days, depending on the rule violation

- An extreme incident may result in immediate multiple-day suspension to be administered at the discretion of the administration
- Repeated violations may result in revoking of bus riding privileges for remainder of school year

PROMOTION & RETENTION REQUIREMENTS

(For grades 6 – 8) To be promoted, a middle school student should attain a passing grade in three of the four core academic areas: English language arts, mathematics, science, and social studies, as well as receive a passing grade in his/her exploratory classes.

The decision on the promotion of a student in grades 6-8 shall be made by the professional educators, in collaboration with the parent or guardian of the student. A recommendation for promotion should be based on consideration of the following factors: 1) classroom performance of the student in relationship to his/her academic ability and/or exceptionality; 2) chronological age and physical size; 3) attendance; 4) performance on state and local tests; 5) potential success at the next grade level; and 6) total number of years enrolled in a grade span, with preferably no more than one additional year within the 6-8 span. Please refer to the *Rowan-Salisbury Schools Student Promotion & Accountability Standards* in [Policy Code 3420](#) of the Board of Education Policies for more detailed descriptions of requirements.

ATHLETICS

During restricted attendance, CGMS athletic programs will follow state health and safety guidelines. The sports schedule for the year will be determined by current state and local recommendations on an ongoing basis. Full information will be available on the school and district websites. Team sports are open to students in 6th-8th grades (6th graders cannot play football) who satisfy athletic eligibility requirements.

Fall Sports

8th Grade Football
 7th Grade Football (6th cannot play)
 Boys' & Girls' Tennis
 Girls' Softball
 Cheerleading (7th/8th Only)

Winter Sports

Varsity (6-8) Grade Basketball
 Cheerleading (6th/7th/8th)
 Wrestling
 Junior Varsity (6/7) Grade Basketball

Spring Sports

Boys/ Girls Track
 Baseball
 Volleyball
 Boys'/Girls' Soccer
 Boys/Girls Golf

WE ENCOURAGE ALL PARENTS TO BE ACTIVE MEMBERS IN OUR ATHLETIC BOOSTER CLUB AND PTA!

The coaching staff has the right to close practices to spectators to ensure proper focus for the team.

District Middle School Athletic Eligibility Standards

Middle school students follow the guidance of the NCHSAA. Students must not have any more than 13 absences and must not fail no more than two or more athletic classes. They must have a current physical on file.

Sports Physical Form: <https://www.rssed.org/about/departments/operations/athletics>

Rowan-Salisbury School System recognizes the standards set forth by the North Carolina High School Athletic Association (NCHSAA) for middle and high school athletics. The Rowan-Salisbury School System places the emphasis for all middle school and high school athletics on making academics their first priority. All student athletes must achieve all standards in accordance with gateways and other promotional requirements to ensure that each student experiences success. Principals, parents, coaches, and athletes all desire to have a winning sports program. However, athletics shall always be secondary to the requirements of the instructional program.

Academics

Athletic eligibility requires that a student have no more than 1 F in the semester prior to the sport season (combined average of two quarters). This applies to all grade levels. For the fall semester, all new 6th graders are eligible to participate. Student's with two or more F's at the end of a semester are ineligible to play sports for the entirety of the following semester. If a student is academically eligible, they will remain so for the entirety of the semester, but may be placed on probation. If a student's grade falls to an "F" in any core subject (math, language arts, science, social studies) at report card time, academic probation will be initiated by the principal. While on academic probation the student may attend practice but will not be allowed to participate in competitions until adequate academic progress is evident as determined by the principal.

Attendance

Regular attendance is required of all students. To be eligible for athletic participation, a player must be in attendance at least 85% of the previous semester (no more than 13 absences in a 90-day semester). This is policy from the NCHSAA.

Code of Conduct

Student athletes are not only expected to meet all academic requirements, he/she must also excel in good behavior in the classroom and school setting. The principal may deem a student "ineligible" for participation in any athletics or extracurricular activities for inadequate academic performance or violations of the Student Code of Conduct. Discipline infractions warranting automatic suspension or removal from athletics or extracurricular activities include: possessions of drugs, weapons, or other illegal paraphernalia, physical assault towards another student or school employee. The school principal, school athletic director, and sport coaches work together to develop team expectations, rules and disciplinary measures. Therefore, the school principal supports school team rules and procedures and failure to comply with team rules can result in team disciplinary action.

USE OF SCHOOL RESOURCES AND TECHNOLOGY

Digital Citizenship

Remember when using technology to respect and protect:

- yourself
- others
- intellectual property

*Intellectual Property is any work (book, website, media, etc) created by another individual. Using these requires proper citation (and possible permission). Validating information is important in showing respect and protecting intellectual property.

Important Information

[Rowan-Salisbury Schools Responsible Use Policy](#)

[Internet CyberSafety](#)

CGMS STUDENT UNIFORM POLICY

For the 2022/2023 school year, CGMS will not be enforcing the uniform policy.

However, the following dress code will be enforced:

- No tank tops (follow the three fingers rule)
- Pants, shorts, and skirts must reach to your fingertips
- Rips and tears in pants must be at or below the knees
- Midriffs must be covered
- Violent, offensive, or inappropriate clothing should not be worn at school
- Pants should be worn at the waist
- No running shorts

PARENT PERMISSION FORM FOR SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

MIDDLE AND HIGH SCHOOL STUDENTS ONLY

Middle and High school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications.

- A. The student must have a parent permission form completed and on file at school.
- B. The medication must be in the original container with the manufacturer's recommendation for administration and the student's name clearly written on the container.
- C. The student can carry a one-day supply of the medication. For example, the dosage recommendation by the manufacturer states "take two tablets every four hours." The student is on school grounds for 8 hours. The student may carry 4 tablets.
- D. The student is not allowed to share the medication with other students.
- E. Students cannot self-carry and self-administer over-the-counter medication that is kept behind the pharmacy counter and requires an adult signature before buying (i.e. Sudafed or any brand containing pseudoephedrine, some cough elixirs, etc.).

The Rowan-Salisbury School System is not responsible for any student who self-medicates.

Students in possession of over-the-counter medication outside these guidelines will be disciplined according to the RSS drug policy.

Student Name: _____ DOB: _____ School: _____

Parent Name: _____ Phone: _____

Name of Medication: _____

Dosage: _____ (Cannot exceed manufacturer's recommended dose)

Time to be given: _____

I have read the above and agree to the terms in which the named student may self-administer the over-the-counter medication.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____