

# MOORESVILLE MIDDLE SCHOOL STUDENT HANDBOOK



**2017 - 2018**

The HEART of a  
Red Imp is...



### **MMS Mission**

Mooresville Middle School will install an appreciation and love for learning in our students as we help them develop the skills needed to become goal oriented, independent thinkers and leaders in an ever-changing global society. We challenge every student, every day to discover and develop a positive sense of self, as well as to respect themselves and others through meaningful collaboration with peers, teachers, and parents.

### **MMS Vision**

Mooresville Middle School will foster the maximum achievement of each student through layered instructional strategies and personalized support.

“Because every kid deserves every chance.”

**Mooresville Graded School District  
Board of Education**

Mr. Roger Hyatt, Board Chair	rhyatt@mgsd.k12.nc.us
Mr. Greg Whitfield, Board Vice-Chair	gwhitfield@mgsd.k12.nc.us
Mr. Leon Pridgen	lprodgen@mgsd.k12.nc.us
Dr. Debbie Marsh	dmarsh@mgsd.k12.nc.us

**Mooresville Graded School District  
Administration**

Dr. Stephen Mauney, Superintendent	658-2530
Dr. Ingrid Medlock, Executive Director of Human Resources	658-2541
Dr. Michael Royal, Director of Operations	658-2530
Ms. Terry Haas, Chief Financial Officer	658-2530
Dr. Todd Black, Director of Secondary Education & CTE	658-2500
Ms. Lynne Mauney, Director of Transportation	658-2695
Ms. Ginger Huffstickler, Testing Coordinator & Power School	658-2607
Dr. Scott Smith, Director of Elementary Education	658-2503
Dr. Sandy Albert, Director of Exceptional Children Program	658-2613
Mr. Robert Lane, Director of Technology	658-2501

**Mooresville Middle School  
Office Personnel**

Mrs. Ayana Robinson, Principal	658-2728
Mrs. Tracy Pratt-Dixon, Assistant Principal	658-2729
Mr. Jay Jones, Assistant Principal	658-2730
Ms. Jennifer Marshall, Assistant Principal	658-2629
Mrs. Kathy Johnson, Financial Data Manager	658-2735
Mrs. Michelle Beaver, Receptionist	658-3731
Mrs. Beth BeYarmon, Data Manager & Attendance	658-2722
Mr. Michael Hamilton-Genson, 7th Grade School Counselor	658-2726
Mrs. Mary Royal, 8th Grade School Counselor	658-2727
Mrs. Jacquie McGrath, Guidance Secretary	658-2721

## **Mooreville Middle School General Information**

The alphabetical list that follows should provide a general orientation to the middle school as well as more specific information, with may be helpful throughout the year.

### **ACADEMIC EXPECTATIONS**

#### **Homework**

Students will be assigned homework on a regular basis in order to improve their skills in various subjects. The total time spent studying and doing homework will influence how much students learn. However, homework shall not exceed 90 minutes. This means that each teacher has the ability to assign 15-20 minutes of homework each night. However, homework may exceed 20 minutes in a particular class if the total does not exceed 90 minutes.

- Homework will be worth 15% in every class in every subject in both 7th and 8th grade.
- Every teacher will post their homework in Blackboard Learn Announcements.
- If a student does not have the Internet access at home, *it is his/her responsibility to write it down* (digitally or on paper) before leaving school.

Our teachers will provide an effective environment at school for students to learn and improve their skills. It will be necessary for students to assume the responsibility to do the following:

1. After an absence, the student must request all make-up assignments and homework assignments from each teacher.
2. Complete all homework assignments and hand them in on time.
3. Ask questions when the student does not understand assignments.
4. Do all homework neatly.
5. Attempt to do homework individually. Parents are encouraged to assist and monitor the homework of their student. Teachers will notify parents if a student continually fails to complete homework assignments. ***Parents may also monitor student grades on Blackboard.***

If a student is going to be absent for one day, please ask for assignments when your child returns to school. If your child is absent for more than one day, please ask for assignments 24-hours in advance. As an additional resource, students may utilize Blackboard Learn to learn about any missing assignments.

#### **Late Work**

- If late work is not turned-in, the grade will remain a 0.
- If late work is turned-in prior to the 4.5 week cut-off, the highest possible grade the student can receive is 60.
- No work will be accepted after interim/report cards.

*Note: This policy does not apply to assessments/projects which will be determined by teacher expectations as determined by the rubric being utilized.*

### **ARRIVAL and DEPARTURE**

Students may arrive to school and enter the building beginning at 7:05 a.m. Please do not arrive before that time. Staff members will supervise designated areas until the first bell rings at 7:30 a.m.

## **Morning Procedures**

When students enter the building they may go to homeroom, the cafeteria, the band room, or the media center.

### **Cafeteria**

If a student is going to eat breakfast, he/she will report to the cafeteria before going to homeroom. In the cafeteria, students will place their book bags in a designated area and then eat their breakfast. There will be two release times from the cafeteria, 7:15 and 7:25. If students are finished and their area is clean they may leave at 7:15, if not, they will leave at 7:25. ***Students may not take unpackaged food/drink items from the cafeteria.***

### **Homeroom Procedures**

If a student is going to homeroom, he/she will need to go by their locker or visit the restroom before going to class. ***Students standing in the hallway, will be redirected to homeroom by supervising teachers.*** A student that needs to go to the library will need to do so before going to homeroom. Once a student is in homeroom, they may not leave until the dismissal bell, **unless they have a hall pass.** If a student needs to make up a test, he/she must have a note from their homeroom teacher.

### **Band Room**

Students who participate in band may report to the band room upon arrival and leave at the first bell, if practicing. Students dropping off their instruments should do so quickly and then report to homeroom.

### **Help Desk**

Students need to go to their homeroom first and obtain a pass from their teacher to ensure they are not marked absent or tardy. Students will not be seen unless they have a note. Any student returning to homeroom after the tardy bell will be counted tardy unless their note has been signed by the Help Desk Manager.

### **Media Center**

Students are permitted in the media center from 7:05 until the first bell. Passes are not needed, but students must report to homeroom when the bell rings.

***The tardy bell to start school rings promptly at 7:30 a.m. Arriving on time to school is very important. School dismisses at 2:21 p.m. for all students. Students should clear the building and be off campus by 2:30 p.m. unless under the direct supervision of a teacher or coach.***

### **Early Dismissal**

Any student requiring early dismissal must be signed out of office by parent/guardian or other adults listed on their emergency card. Students may be excused from school only when a parent/guardian requests early dismissal by note or telephone. Parents must meet their child in the office and sign their child out of school. If a student returns to school the same day, he/she must sign in at the main office before returning to class. ***Keep in mind that time out of the classroom deprives you of instructional time and you will be responsible for any missed work.*** We strongly urge you to schedule appointments after school hours.

### **Late Arrival**

If a student arrives to school after 7:30, he/she must go to the main office to receive an admit/tardy slip before reporting to class. The admit/tardy slip will be coded 1 (excused) or 2 (unexcused). The child's parent/guardian must be with him/her when he/she checks into the office. **Excessive unexcused tardies (Code 2) can result in disciplinary action.** Students will arrive to class with a note for admittance. (Please see tardy policy).

### **Leaving School with Other Students**

***Students must make arrangements to go home with other children prior to arriving at school.***  
**A SIGNED PARENT NOTE EXPLAINING ANY CHANGE IN HOW YOUR CHILD IS TO GO HOME IS REQUIRED AND SHOULD BE TURNED INTO HIS/HER HOMEROOM TEACHER.**

School phones are only available for students to use in case of illness, an emergency situation, or upon cancellation of a school event. After school arrangements for your student should be clearly understood before the child leaves home. Telephone messages to your child at school should be for emergency only.

**In order to provide a safe environment for our students and staff, all visitors are to report to the main office upon arriving on campus. Parents wishing to visit a student or a teacher will be given a visitor's pass before being able to visit a classroom.**

### **Illness**

If a student becomes ill during the school day he/she should report to the office to check out of school. The office will phone the parent/guardian to inform them that their child is ill and arrange for their dismissal from school. The parent must sign the student out before they can leave school. **Please be sure that the school has updated emergency phone numbers in case a situation such as this should arise.**

### **ASSEMBLY**

Assemblies are held periodically to provide students with additional educational opportunities. Assemblies are designed to enhance the curriculum. Students will accompany their teacher to the assembly and sit with their class. Students will demonstrate good manners and show their appreciation to our guests.

### **ATHLETICS**

Mooresville Middle School believes that a strong program of interscholastic athletics provides a balance in educational programming for its students. Athletic competition contributes to a student's total development by building self-discipline, sportsmanship, work ethic, teamwork, and a growth in emotional maturity. Students should learn that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic progress in the classroom and for maintaining a high standard of conduct.

We wish that it were possible for all students who desire to play for a particular sport to do so; however, there are certain sports where "cuts" have to be made due to the number of players that any one team can have. We try to compensate for this by offering a wide variety of opportunities for students throughout the school year.

Athletes are students first; therefore we expect them to do their very best in the classroom. Coaches will encourage their players both "on and off" the field so we can move toward accomplishing the goals of the athletic program. A student whose grade in ANY subject is below a 60 at interim is put on probation. They can practice but cannot play in a game until the grade(s) is brought above a 60. A student-athlete does not have to

wait until an official progress interim or report card is issued. As soon as the teacher indicates that the student is passing the course, they are reinstated.

The state middle school athletic eligibility requirements are as follows:

1. A student cannot participate in middle school athletics, if they turn 15 years of age on or before October 16 of that school year.
2. Students must pass 3 out of 4 core subjects each semester AND meet promotion standards established by the school system.
3. A student must be in attendance at least 85% of the previous semester.
4. All athletes must have a valid physical every 365 days. **This MUST be on a state approved physical form and can no longer be faxed.**
5. A student is eligible for middle school athletics for 4 consecutive semesters beginning with entry into the 7th grade.
6. Any student who receives an In-School Suspension or an Out-of-School Suspension should refer to the Athletic Code of Conduct, which outlines consequences for school infractions.

It is most important for students who play on athletic teams to make every practice in order for teams to meet their goals. Students who foresee conflicts with practice schedules should not try out for that particular sport. In addition, the Mooresville Recreation Department and other athletic associations provide additional opportunities for students to participate on sport teams. It is important that Mooresville Middle School's athletic practices and games take precedence over those of other teams. A Mooresville Middle School student who misses Middle School practice(s) and/or game(s) is subject to disciplinary measures up to and including dismissal from the Mooresville Middle School team. On days when we have inclement weather and school dismisses early or cancelled, there will be no practice, even if one had previously been scheduled.

***It is state law that coaches must have a completed, valid physical on file before a student may try out for a given team. Students may not try out without a current physical.***

The following outlines the sports currently offered at Mooresville Middle School throughout the school year:

**Fall Sports:**

Girls Volleyball - non-conference 7th & 8th grades  
Girls Softball - 7th & 8th grades  
Girls Tennis - 7th & 8th grades  
Football - 7th & 8th grades  
Cross Country - Boys/Girls - 7th & 8th grades  
Boys Cross Country non-conference - 7th & 8th grades  
Girls Cross Country non-conference - 7th & 8th grades  
Girls Volleyball - 7th & 8th grades

**Spring Sports:**

Baseball - 7th & 8th grades  
Boys Tennis - 7th & 8th grades  
Boys & Girls Track - 7th & 8th grades  
Boys & Girls Soccer - 7th & 8th grades

**Winter Sports:**

Girls Basketball - 7th & 8th grades  
Boys Basketball - 7th & 8th grades  
Wrestling - 7th & 8th grades

**Fall and Winter Sports:**

Cheerleading - 7th & 8th grades

All conference athletic teams participate in the Rowan County Athletic Conference:

China Grove Middle School      Southeast Middle School      North Rowan Middle School

Corriher-Lipe Middle School  
West Rowan Middle School

Erwin Middle School

Knox Middle School



## **ATTENDANCE**

Regular attendance is important throughout the year. Frequent absences interfere with your child's progress toward meeting minimum standards for promotion. A student must be present until 11:00am in order to be recorded present for that day. Notification of absences by report card will be given at the end of each grading period.

### **Unexcused Absences**

In accordance with the NC Compulsory Attendance Law, students who accumulate 10 unexcused absences are considered truant. These students and/or their parents or guardians may be referred to the district attorney. For absences in violation of the Compulsory Attendance Law, notification will be sent by letter for the 3rd, 6th, and 10th unexcused violation.

### **Excused Absences**

Students who are absent must submit a note signed by the parent within three days of the absence. If the note is received within three days and meets state-identified criteria, the student's absence will be coded as excused.

\*\*The following reasons have been identified by the state of the North Carolina as **Excused Absences**:

- a.) Illness or injury (physically unable to attend school)
- b.) Quarantine ordered by board of health
- c.) Death in immediate family (grandparent, parent, brother, sister)
- d.) Medical or dental appointment (note from physician/dentist)
- e.) Court or administrative proceedings
- f.) Religious observance
- g.) Educational opportunity (**prior approval from principal required**)

Absences not meeting on the state-identified criteria will be coded as **Unexcused Absences**.

### **Absences and Course Credit**

Students who miss more than **12 days** in a course for the year will not receive a passing grade in that course. All absences (excused and unexcused) count towards this 12-day limit. Violation of the attendance policy may result in a student failing to meet local promotion standards. Opportunities to make-up excessive absences **will only be offered during summer school**. Making-up excessive absences does not guarantee a passing grade in a course.

### **Absences and Summer School**

Students who miss more than 12 days during the school year and who do not qualify for or are denied a waiver of the attendance requirement must make up each excessive absence in order to receive a passing grade. In order to make up excessive absences students must attend summer school. Students choosing to complete make-up time in summer school must serve the entire term of summer school regardless of the amount of time to be made up.

### **Appeal Process for Excessive Absences**

Students who do not receive a passing grade due to excessive absences have the right to appeal their case to the school-based Attendance Committee. In documented cases of extreme hardship (extended hospitalization, serious extended illness) the principal or Attendance Committee may decide to award a passing grade. Students seeking an appeal must submit a formal request for an appeal to the committee by the publicized

deadline date in May in order to have their request reviewed by the Attendance Committee. Supporting documentation must also be included with the request for a waiver.

### **Mooresville Middle School Tardy Policy**

It is a reasonable expectation that in order for learning activity to exist, students must arrive to school and class on time. Students who continually do not meet this expectation are considered to be in violation of Rule 1 of the Student Code of Conduct and Discipline Handbook, Compliance with Directions of School Personnel. To help ensure that students arrive to all classes on time, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent, teacher and administration.

#### ***Morning Tardy Policy:***

Tardies interrupt the classroom environment and interfere with the learning of other students. Please plan ahead and allow extra time for unexpected delays as excessive tardies will lead to disciplinary action. Excused tardy reasons are limited to illness, medical/dental appointments, and funerals for immediate family. ***Proper documentation is required to code excused tardies.*** Therefore, tardies resulting from personal reasons (business phone calls, late car pools, oversleeping, missing the bus, traffic, rain, flat tires, vacations, etc.) will remain unexcused. Disciplinary actions will be taken after 3 unexcused tardies. The homeroom bell rings at 7:30 a.m. and students are considered tardy if they are not in their seats when the tardy bell rings. Students arriving after 7:30 a.m. **MUST BE ESCORTED INTO THE MAIN OFFICE WITH A PARENT** to sign the student in and obtain an admit slip to class.

If getting your child to school on time is a consistent challenge, please consider our district provided transportation school buses. You may contact Ms. Jacquie McGrath at 704-658-2720 to make those arrangements if needed. Please see the consequences for tardies as follows:

1-3 tardies	Warning
4th tardy	1 day Silent Lunch w/parent phone call
5th tardy	2 days Silent Lunch w/parent phone call
6th tardy	1 day of ASD w/parent phone call
7th tardy	2 days of ASD w/parent phone call

#### **BUSES**

Riding a school bus in the state of North Carolina is a privilege, not a right. Students who ride the bus are expected to conduct themselves in a proper manner according to the rules and regulations regarding school bus safety of the state of North Carolina and the Mooresville Graded School District.

Bus transportation is available for all students who live more than one mile from school during the 185 school days. Please require that your child follows the bus driver's instructions and obeys all bus safety rules. Specifically important are the following:

1. Wait until the bus comes to a complete stop and wait on the bus driver's signal before loading the bus.
2. Stay in your assigned seat and wait until the bus comes to a complete stop before standing to leave.
3. Listen to the bus driver's directions and remember that riding the school bus is a privilege.
4. Keep all arms, books, etc. inside the bus window.
5. Keep hands, feet, and articles to oneself.

**6. If a student needs to ride a different bus than the one assigned by the transportation department, a signed parent note requesting the change must be signed by an administrator prior to the student boarding the bus. Such requests will be honored provided that space on the bus is available and in compliance with the transportation department's guidelines. These changes should be for emergency situations only.**

**If any student is unable or unwilling to comply with the designated school bus rules as outlined, the student may lose the privilege of riding the bus for a designated period of time. Parents will be notified and will be responsible for ensuring the student's attendance to school each day.**

### **CAFETERIA ACCOUNTS**

Mooresville Graded Schools Child Nutrition provides every student in our school district with a three to four digit PIN number to be used in the school cafeteria. These PIN numbers identify an account for each student, and we ask each student to memorize their number. Parents may send money to school to be placed on the student's account in whatever denomination they would like. When the student comes through the cafeteria line, they can give the cashier their PIN number, their meal and any extra items that they have on their tray will be charged against the money on their account. Prepayments can also be made online at [www.LunchPrepay.com](http://www.LunchPrepay.com). A student may also pay each day if they prefer. These accounts help prevent lost money as students do not have to handle money as often if larger sums are placed on the account. Account balances will follow them year after year and from school to school. If there are questions as to how the student is spending the money on their account, a history of that account may be run by the cafeteria manager upon the request of the parent.

### **Free and Reduced Applications**

Each student is provided with an application for free and reduced priced meals in the packets they receive at the opening of school. These applications need to be completed and returned to the school within the first 10 days of school. **All students in one household may be placed on one application even though they are located at different schools. Only one application per family needs to be completed.** If a student was receiving free or reduced meals at the end of the last school year, they will receive free or reduced meals for the first 10 days of this school year, giving parent time to return the new application.

Students who are new to Mooresville Graded School District will have to pay until the free and reduced meals application can be processed. When an application is approved for free and reduced meals it does not cover charges that have been made on a child's account. Those charges will have to be paid.

**Middle school students are not allowed to charge a meal.** Charges follow students from one school to another, so if a middle school student has a charge on their account, they will not be allowed to buy extra items until all charges are paid.

Students should purchase what they wish to eat when they go through the serving line the first time. The noise level should be kept to a minimum. Each student is required to return tray, utensils, and trash to the dishwashing location and clean the table before leaving the cafeteria. Food and drink are not allowed out of the cafeteria or underneath the tables. **No soft drinks or fast foods are allowed in the cafeteria during lunch.**

### **CLUBS AND ORGANIZATIONS**

An important aspect of school is participation in various clubs. These clubs provide organized activities for personal growth through school and community projects. A list of clubs will be provided to students during the first week of school, and they will be able to sign up for clubs that appeal to their interests. Please note that some clubs do have prerequisites in order to join. For example, some clubs such as Jr. Beta requires that students have all A's for two consecutive quarter.

## **COURSES**

All courses required by the state of North Carolina are taught at Mooresville Middle School. These include the core courses of language arts, mathematics, social studies, and science at each grade level. Core and encore courses are approximately 61 minutes long. Encore courses are semester long. Below are courses available by grade level:

### **7th Grade**

#### **Core Subjects**

Language Arts  
7th Grade Math  
Pre-Algebra  
Science  
Social Studies

#### **Encore Subjects**

Band\*  
Chorus  
General Music  
Creative Arts  
Theater Arts

#### **Second Language**

Exploring Language

#### **Required Subjects**

Physical Education

#### **Vocational Education**

Exploring Business Technologies  
Exploring Life Skills  
Exploring Biotechnology

Exploring Career Decisions  
Computer Science

### **7th Grade encore Course Descriptions**

### **8th Grade**

#### **Core Subjects**

Language Arts  
Pre-Algebra  
Algebra I  
Science  
Social Studies

#### **Encore Subjects**

Band\*  
Chorus  
General Music  
Creative Arts  
Theater Arts

#### **Second Language**

Spanish IB\*\*\*

#### **Required Subjects**

Physical Education  
Business Technology

#### **Vocational Education**

Exploring Business and Marketing  
Exploring Life Skills  
Exploring Biotechnology

Exploring Career Decisions  
Computer Science

- Band\* - counts as two encores (7th & 8th grade)
- Spanish IB\*\*\* - counts as two encores (8th grade only)

### **8th Grade encore Course Descriptions**

## **Special Note about Physical Education**

Students are expected to dress out for Physical Education **everyday** in a Mooresville Middle School gym uniform. **Any child unable to dress out in physical education must have a written statement from a doctor. Otherwise, he/she is expected to participate in all physical education activities.** If a student does not dress out, points will be deducted from the student's class participation grade. In this context, students are encouraged to grow in their ability to handle emotions, to relate to peers in a positive and supportive manner, to get a "handle on" expectations of themselves and others in the competitive arena, and to reflect upon the value of always striving for improvement in oneself and teammates whether one is in a "winning" or "losing" situation. We also value our students enjoying as many activities as possible to foster the importance of leisure recreational activities and exercise at home. Our goal is for students to take home with them, not only the physical educational activity, but the fun and enjoyment as well.

## **CUSTODY**

In situations where a parent has exclusive custodial rights, the school must be notified in writing on an official court document to ensure that students are not released to anyone not on the Student Information Card. **It is the parent's responsibility to provide Mooresville Middle School with the necessary court documentation.**

## **DRESS CODE**

Students are expected to dress in a manner, which conforms with the accepted standards of the school and community relating to values for maintaining school discipline.

Students will not wear any clothing that creates, or has the potential to create, a substantial disruption to the school day. Students are not permitted to wear hats or clothing with profane or inappropriate language or that advertises or displays tobacco, drugs, drug paraphernalia or alcohol. In addition, no sexually suggestive clothing will be allowed (i.e. Big Johnson clothing).

Students that dress in a manner that violates the dress code will be sent to the office to change. Students in violation of the dress code will be asked to call home for a change of clothes. If a parent cannot bring a change of clothes, the student will be sent to ISS for the remainder of the school day.

Please note the following guidelines have been adopted by Mooresville Middle School and are an extension to the Mooresville Graded School District's guidelines for student dress, which can be found in the MGSD Student Code of Conduct. These additional guidelines for student dress include:

1. Students must wear shoes at all times while at school, unless instructed otherwise by a teacher.
2. Students must not wear clothes with any rips, tears, or holes ***anywhere*** on clothing that is above the knee.
3. Students are not allowed to wear any sleepwear (no pajamas, bedroom shoes, etc.)
4. Students must wear shirts **with sleeves** (no tank tops, spaghetti straps, halter tops, etc.)
5. See through blouses or dresses are not permitted.
6. Sunglasses or shades of any kind are not permitted unless approved for medical reasons only. A doctor's statement is needed if a medical reason exists, and this statement must be submitted to the office for approval.
7. Shorts and skirts should meet the fingertips when standing with arms held straight down at the sides.

8. Students may wear leggings **as long as they are not see through.**
9. Waistband of pants must be worn above the buttocks. A belt or twine will be provided if necessary to keep pants at this level.
10. ***No undergarments should be visible at any time for any reason.***
11. Hats, bandanas, or other headgear are not permitted in the building.
12. Students may not dress in coordinated attire that could symbolize a group or gang unless prior approval has been given by administration.

## **DISCIPLINE**

The administration and staff at Mooresville Middle School will provide an environment that is conducive to learning during the school day. Please review the Student Conduct and Discipline Handbook with your child. You will be asked to sign the form in the handbook indicating that you have read and understand the discipline procedures. The signed form should be returned to your child's homeroom teacher the following day. The behavior guidelines outlined in the Student Conduct and Discipline Handbook remain in effect during all school-related functions and while students are coming to and from school.

**Mitigating or Aggravating Factors:** Any violation of the policies described in the student code of conduct may involve mitigating or aggravating factors that will necessitate consequences other than those listed. The administration shall make any changes in the consequences that it deems necessary.

**Repeated Violations:** Repeated violations of rules of the discipline code shall result in more severe consequences up to and including placement in an alternative educational setting or long-term suspension from school.

**Disciplinary Consequences:** The purpose of disciplinary consequences is not merely punitive. Consequences are also used to help students make a positive change in behavior. All disciplinary consequences used are in accordance with the Student Conduct and Discipline Handbook approved by the Mooresville Graded School District Board of Education and the superintendent.

## **Behavioral Expectations**

**Maintenance of a Safe and Orderly Environment:** All students should engage in behaviors that contribute to a safe and orderly school environment; otherwise, corrective action will be taken.

**Respect of School Personnel:** All students will respect the authority of teachers, administrators, and all other school personnel (including substitute teachers); otherwise, corrective action will be taken.

**Respect of Other Students:** Students will respect school property and personal property; otherwise, corrective action will be taken.

**Respect of Property:** All students will respect school and personal property; otherwise, corrective action will be taken.

**Conduct on a School Vehicle:** Students will behave appropriately on a school vehicle (i.e. school bus); otherwise, corrective action will be taken.

**Appropriate Dress:** Students should use good judgement in dress and grooming so that their appearance does not present health and safety problems nor disrupt the educational process; otherwise, corrective action will be taken.

**Avoiding Fights:** Students should do all they can to avoid fights even when others seek to provoke fights. Any student who is confronted by another student should **walk away and notify any school employee immediately.** **Self-defense** is defined as the act of shielding oneself from being hit and enabling oneself to get free from the attacker in order to prevent a fight and to notify school authorities. It is not self defense to hit the attacker back and participate in the fight. This action is retaliation that will be considered fighting. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

**Video Recording Student Altercations:** Students at Mooresville Middle School that choose to video fights on any technology device (student or school owned) will be subject to disciplinary action that may result in out-of-school suspension of up to 10 days. In addition, the technology device in which the fight was recorded will be confiscated until a parent is able to pick it up. Please note in more serious incidents that the technology device may be turned over to the Mooresville Police Department for further investigation.

**Compliance with School Rules:** Students will comply with all other school rules designed to maintain a school environment that is conducive to teaching and learning.

### **EMERGENCY DRILLS - FIRE, LOCK-DOWN, and TORNADO**

Fire drills are held monthly in order to help students learn proper safety measures and to practice moving in a quick and orderly manner to assigned safety areas during an emergency. Lock-down drills are held on a quarterly basis for the purpose of preparing students for other emergency situation. Mooresville Middle School also participates in state and local tornado alerts annually. **During all drills, there will be NO TALKING and students will file out in single file lines. Teachers will lead students to their assigned safety area.**

### **EMERGENCY CONTACT INFORMATION**

***We must maintain updated information on all students in case of emergency.***

It is important that the school maintain a current address and telephone number for each child for use in an emergency. It is also important to know when your work address and telephone number changes. **Notify the school immediately of any change so your student's emergency information sheet can be updated.** Your child's emergency data sheet should also contain the name(s) of anyone who is authorized to pick up your child in case of an emergency. **No one will be allowed to pick up a student unless they are listed on the Emergency Card.**

### **ENROLLMENT REQUIREMENTS**

North Carolina State Law requires that all children enrolling for the first time or coming from outside our school system must present their birth certificate and record of immunization when registering. If these documents are not presented at this time, the parent/guardian is given thirty (30) days to fulfill this requirement; otherwise, the child is not legally enrolled and must be suspended until records are in order.

A physical examination by a doctor is required for students entering school for the first time. Every child in North Carolina shall be immunized against the following diseases by receiving the specified minimum doses of vaccine by the specified ages. For specific immunization requirements, refer to

<http://www.immunize.nc.gov>. Parents will be asked to sign and provide a copy of the North Carolina Immunization and Health Assessment Report form when they register their child in school.

### **FEES**

The State of North Carolina furnishes regular textbooks for students. When books are collected at the end of the year, they should reflect normal use. Books or other instructional materials lost or damaged must be paid for, including library books. Please help us with this matter by encouraging your students to keep up with their school materials.

### **FIELD TRIPS**

Field trips are taken to enhance objectives covered in the curriculum. Teachers will provide parents with detailed information concerning planned field trips. All field trip cards must be completely filled out by all students at the beginning of the school year. Please review information of field trips. Due to deposits required in planning field trips, students' deposits may not be refundable.

### **GRADING and REPORTING TO PARENTS**

Communication between the school and parent is essential for a successful school year. Our organizational structure will allow team teachers to contact parents if a student is having a problem in a particular class. Interim reports will be issued to all students halfway through each quarter. Report cards will be issued at the end of each quarter. Report cards will reflect academic achievement and attendance records.

### **GUIDANCE/STUDENT SUPPORT SERVICES**

The school has two full-time guidance counselors who direct counseling activities, registration, testing and other student-related activities. Guidance services are available to all students and parents. For additional information or to set up an appointment with the counselor, please call 704-658-2720. An open-door policy is an option for all students.

7th Grade School Counselor - Michael Hamilton-Genson  
8th Grade School Counselor - Mary Royal  
School Resource Officer - Frank Yannucci

Guidance Secretary - Jacquie McGrath  
Intervention Specialist - Glenn Kosinski

### ***How students can see a counselor?***

- Self-referral: The student completes a request form. Request forms are located in each classroom and in the guidance office. The counselor will then contact the student. Students with emergencies will be seen immediately.
- Appointment made by counselor
- Administrative referral
- Staff referral
- Parent referral
- Referral by a friend
- Outside agency referral

### **HONOR ROLL**

Students will be recognized for achievement through a principal's Honor Roll Cabinet. To be eligible for the honor roll, a student must meet the following criteria:

1. Principal's Cabinet - All A's in every course with no grade less than a 90
2. A/B Honor Roll - All A's and B's on report card.



The Honor Roll is published at the end of each quarter in the Mooresville Tribune. Students are encouraged to do their very best at all times.

### **INJURY**

If a student is injured during the school day, he/she should report the injury immediately to the teacher or principal. This is very important so that proper attention can be given to the student and the parent can be notified. **An updated emergency number should be on file in the office.**

### **INSURANCE**

The school provides insurance application to students. Insurance can be purchased through the school, providing either school time coverage or 24-hour coverage. **Checks should be made payable to the insurance company, no the school.** Insurance brochures are distributed to students on the first day of school in homeroom.

### **IN-SCHOOL SUSPENSIONS (ISS)**

#### **Compliance with Directions of Principal, Teachers, and Other School Personnel**

Depending on the seriousness of a violation, such an action shall subject the student to disciplinary action and may result in ISS (In-School Suspension) or OSS (Out-of-School Suspension). Subsequent referrals may result in OSS. Major school violation can result in immediate out-of-school suspension. Please read the Student Conduct and Discipline Handbook carefully and thoroughly.

### **GUIDELINES FOR IN-SCHOOL SUSPENSION**

1. Students may be placed in ISS as part of any disciplinary action.
2. Students should report to the cafeteria at 7:30 a.m.
3. Students must complete all assigned work.
4. Students are not allowed to communicate with any of the other students in ISS.
5. Attendance for the full time assigned to ISS is required. An absence from school does not decrease ISS time. The time must be made up when the student returns to school. The time must be made up when the student returns to school.
6. Students receive 2 bathroom breaks (one in the morning and one in the afternoon) and a lunch break during the ISS day.
7. Students are not allowed to use their school issued laptop in ISS. Any student requiring the need to use technology when assigned ISS will be provided an opportunity to do so under the supervision of the ISS instructor.
8. Students must come to ISS prepared to work. This includes having paper/pencil, books, etc.
9. No food, drinks, gum candy, radios, MP3, et. are allowed in ISS.
10. Each student may be required to write an essay that includes the reason for being in ISS, how the student could have prevented the situation that resulted in ISS and what steps the student will take to prevent being assigned to ISS in the future.
11. If a student violates the rules of ISS, refuses to follow the directions of the ISS teacher or work on assigned activities during ISS, the student will be referred to the office for further disciplinary actions. Students referred to the office from ISS may be suspended from school for the remainder of their term in ISS.

## **HALL PASSES**

Students will also need to complete the sign-in and sign-out form when a student leaves the classroom to document their intended destination in the building. Students will be required to have a hall pass if they leave the classroom to go anywhere in the building. *No students are allowed out of class the first and last 10 minutes because those are the most important parts of the class for instructional purposes.*

## **LOCKERS**

Students are provided lockers in which to keep their books, papers, pencils and other personal items. Keep lockers neat at all times. Students should not beat, kick, place stickers on, or write on lockers at any time. In most cases students will share lockers with another student.

Students should visit lockers at the designated times and should organize themselves to have books and materials for class periods. Students must use the locks issued by the school. Students are asked to pay a \$1.00 fee for use of locks. Please make sure your lock is completely closed before leaving your locker. MMS is not responsible for items lost or stolen from lockers. This applies to hallway and P.E. lockers. Students should remember that the principal or a designee has the right to enter these lockers at any time and that students are responsible for the contents of their lockers.

## **LOST AND FOUND**

Articles found in the building and on campus are to be turned in to the office. If you lose an article, please check in the office. Students are responsible for keeping up with personal items. Please do not leave clothing, books, pocketbooks, wallets, etc where someone might pick them up. Please label all clothing for your student. Items in lost and found are discarded several times throughout the school year. The office will make announcements prior to discarding items.

## **MEDICATION AND MEDICAL CONDITIONS (see also HEALTH AND SAFETY at the end of handbook)**

**Restrooms** - If a student has a medical condition that necessitates leaving the classroom periodically to use the restroom; a doctor's note to that effect needs to be given to the student's teachers. This will prevent any misunderstandings. **A doctor's note must also be provided if a student needs to carry a water bottle.**

## **MEDIA CENTER**

It is important to remember that the media center (library) is a place for reading, research, and learning. Staff members will encourage constructive use of the media center. MMS encourages students to visit the media center and check out books. Please be sure to return materials to the media center on time. The media center also coordinates the Accelerated Reading Program. **Please** encourage your child to check out accelerated reading books that will test their comprehension and critical thinking skills when they take the computerized test for each book. Volunteers help to make this program work in our school. Please call Mrs. Long, our media specialist, at 704-658-2725 if you would like to volunteer.

## **ORGANIZATION OF SCHOOL**

Each student enrolled will be assigned to a team of teachers who will work closely with each student and his/her parents during the school year. The student will receive his/her core subject instruction from the same team of teachers, each of whom specialize in a specific subject. Support will also be available from the administrative staff, guidance counselors, media specialist, and explanatory teachers.

## **PARENT CONFERENCES**

Parents are encouraged to schedule a conference with teachers early in the school year. Parents and teachers can gain by sharing their knowledge of a student’s learning and behavior. Conferences with a teacher may be requested throughout the school year. Parents are discouraged from scheduling conferences before school if other arrangements can be made. Teachers generally need this time for preparation and planning for the school day. Conferences during each nine-week grading period would be valuable to you and your child. Conferences should be scheduled, if possible, at a specified time in order to assure that the teachers can be present for the conference.

**PARENT TEACHER STUDENT ORGANIZATION**

Mooresville Middle School has a Parent Teacher Student Organization. Membership in the Mooresville Middle School PTSO is a great way to participate in school events and voice your opinions. The MMS PTSO helps the school with testing requirements, tutoring, student events, fundraising, and in many more important areas. Get involved in your child’s overall educational experience. Join the MMS PTSO!

**SCHOOL PICTURES**

School pictures will be made early in the fall and spring of the school year and are taken during PE classes. Parents will have the opportunity to see proofs before ordering photos.

**SCHEDULES FOR STUDENTS**

Our instructional day allows for six 61 minute periods of time - four periods are for language arts, mathematics, social studies, and science. All core subjects meet each day. Two periods are for encores, alternating on A/B day schedule that will also meet 61 minutes each class. All three schedules run simultaneously depending on a student’s team assignment.

**7th Grade**

7:30-8:00	8:03-8:47	8:50-9:34	9:37-10:38	10:41-11:42	11:45-1:16	1:19-2:21
IMP Time	Encore 1	Encore 2	Core 1	Core 2	Core 3 & Lunch	Core 4

**8th Grade**

7:30-8:00	8:03-9:04	9:07-10:08	10:11-11:42	11:45-12:46	12:49-1:33	1:36-2:21
IMP Time	Core 1	Core 2	Core 3 & Lunch	Core 4	Encore	Encore

***Students will be dismissed at 2:21 pm and should be off campus by 2:30, unless staying for athletics or tutoring.***

**SNOW DAYS/SEVERE WEATHER**

In the event of inclement weather causing poor road conditions, the superintendent or designee, will determine whether schools will have a late opening or postponement. The television and radio stations listed below will be notified at the earliest possible time. Students, parents, and school personnel should listen for the announcement. An attempt will be made to make a decision to close schools or consider a delayed schedule by 6:00 a.m. In order to accomplish this task efficiently and with maximum coverage, school officials are asking all pupils and parents to cooperate by following these suggestions:

1. Listen to one of the television or radio stations listed below or visit one of the listed websites. Media outlets will post cancellations and postponements at their earliest convenience.

WBT 1110 AM, CHARLOTTE  
WSIC 1400 AM, STATESVILLE  
WCNC CHANNEL 36 (NBC)  
[wncn.com](http://wncn.com)

WHIP 1350 AM, MOORESVILLE  
WBTV CHANNEL 3, CHARLOTTE  
WSOC CHANNEL 9 (ABC)  
[www.mgsd.k12.nc.us](http://www.mgsd.k12.nc.us)

2. Do not call the weather bureau, television or radio stations, newspaper offices, the police or fire departments, or school officials
3. The absence of any announcement before 7:00 a.m. usually indicates school will open as usual.
4. An unscheduled closing during the day will be announced over the local stations.

In all cases, an Alert now message will be sent to all parents by phone. ***If phone numbers are not updated on the information cards, you will not receive these messages.***

When making a decision on opening or closing school, school officials are primarily concerned with the safety and welfare of all pupils and employees as well as those of parents who transport their children to and from school.

### **STUDENT DEVELOPMENT, PROGRESS, AND PROMOTION**

Since success in life depends on a sound education, MMS wants each day to be meaningful in the development of your student. The best education is a result of a partnership between the student, the parents, and the school. MMS asks that you join us in this effort to prepare our students to earn a high school diploma and be productive members of society. Learning and success in school requires actions on everyone's part. Learning will not happen on its own; learning takes place through student effort, parent participation and school action.

All decisions involving retention, promotion or placement are based upon what is in the best interest of the individual student academically, socially, emotionally, mentally, and physically. MMS believes strongly that for our students to be successful in high school and beyond, the minimal level of middle school achievement by courses should include the following:

- Passing 3 out of 4 of the following core subjects: language arts, mathematics, science, social studies
- Passing 3 out of 4 encores, which are listed in the "Courses" section of this handbook
- Criteria used to determine grade placements are: Attendance, performance on quarterly assessments, remediation, and summer school attendance and performance, state testing results, passing of courses, teacher recommendations, and principal approval

### **TECHNOLOGY/HELP DESK**

When students experience technological difficulties, they may visit the Help Desk located in the Media Center. The Help Desk will open daily at 7:00 a.m. The Help Desk will be closed daily at 10:45 a.m. and reopen at 12:45 p.m. It will remain open until 2:30 p.m. each day.

### **TELEPHONES**

School phones are available for students to use only under the following circumstances:

1. Emergency situations
2. Student illness
3. Student injuries
4. Missed Bus
5. Cancellation of a school activity

***Cell phones and other electronic devices outlined in the Student Conduct and Discipline Handbook are not to be used during the school day in compliance with MGSD School Board policy. They can only be used by students outside of the school building. These items, if being used during the school day, will be confiscated and returned only to parents.***

***MMS is not responsible for such items that are lost or stolen and is not required to investigate claims of loss or theft.***

### **TESTING**

The State Board of Education has determined that all middle school students participate in the End of Grade (EOG) Assessments. In most cases, these tests are multiple-choice. All pertinent information regarding the EOG Assessments will be sent home with students with ample time for parents/guardians to review. The following subjects have EOG Assessments:

#### **Grade 7**

Mathematics  
Language Arts

#### **Grade 8**

Mathematics  
Language Arts  
Science

**Further information about the NC Testing Program can be found at <http://www.ncpublicschools.org/accountability/testing/>**

### **TUTORING**

The academic needs of Mooresville Middle School students can be most effectively met through regular tutoring and review classes. MMS Academic Teams offer after-school tutoring. Each core teacher will provide your student with the dates and times of schedule tutoring opportunities. Please discuss available tutoring opportunities with your student's teachers.

### **VISITORS**

**In order to maintain a safe and secure environment for our students and staff, ALL visitors must report to the main office prior to gaining access to any areas within the school.** This includes parents, friends, relatives, and the general public. Visitors must sign-in at the main office and obtain a pass. The MMS Administration must grant permission before a student can bring a friend to school. If parents or immediate family members would like to eat lunch with students, we openly welcome this invitation. However, due to our child nutrition regulations, bringing in food from other locations is not permitted inside of our school cafeteria. Therefore, we invite families and their students to enjoy their meals in a location outside of our cafeteria. Additionally, due to health regulations, only parents may provide food for their own children.

## **Health and Safety**

### **Health Service at School**

Mooresville Graded School District employs five school nurses who provide services to minimize health conditions that impede learning. School health services include:

- Screening, assessment, identification, and planning for the care, safety, and ongoing evaluation of students with health care needs
- Referrals to community resources

- Consultation with parents and physicians about health conditions
- Health teaching and counseling for students
- Consultation with administrators and staff regarding health-related activities at school such as health room procedures, medication administration, medically authorized procedures, and communicable disease control

### **Health Conditions**

If your child has a health condition that needs special assistance and/or emergency action plan at school, please contact your school nurse. Examples of health conditions of which the nurse needs to know include diabetes, asthma, severe allergies, seizures, sickle cell disease, etc. The nurse will work with school staff to ensure that your child's special health care needs are met.

### **Health/Emergency Information Cards**

Each parent/guardian will receive a card to provide necessary health and emergency information that will be shared with the appropriate staff. The card (front and back, please) must be completed and returned immediately so that your directions may be followed in an emergency.

This information must include current parent/guardian contact information (home, work, and cell phone numbers) and other emergency contacts/numbers (neighbors, family, friend). When sickness or an accident occurs at school, parents are notified as soon as possible.

***It is critical that the numbers/information be updated and kept current during the year. It is extremely important that we are able to reach you in the event of an accident or illness.***

### **Health Information for Families**

**Meningococcal Meningitis** is an infection of the fluids and covering of the brain or spinal cord that can be caused by bacteria. While viral meningitis is fairly common, and people usually recover fully, bacterial meningitis is very rare, but much more serious. Meningitis is spread by close exchange of infected saliva and respiratory secretions. Examples of how meningitis can spread include but are not limited to sharing of drinking glasses, sharing of cigarettes, or kissing. Symptoms of bacterial meningitis include severe headache, high fever, and stiff neck. Symptoms can worsen very quickly, leading to unconsciousness, and even death. A doctor should check children with any of these symptoms right away. A vaccine against bacterial meningitis is available through private physicians and the Iredell County Health Department, and is recommended for adolescents aged 11-12 years; adolescents at high school who were not vaccinated at the preadolescent visit, and students entering college. The vaccine is also recommended for children < 11 years of age who are at increased risk of meningococcal disease. The vaccine provides protection against meningococcal meningitis for approximately three to five years.

**Human Papillomavirus (HPV)** is the most common sexually transmitted virus in the United States. HPV vaccines are available to protect against HPV infection and HPV-related diseases. HPV vaccines offer the greatest health benefits to individuals who receive all three doses before having any type of sexual activity. HPV vaccination is recommended for preteen girls and boys at ages 11 or 12 years. Go to [www.cdc.gov/hpv](http://www.cdc.gov/hpv) for more information about HPV.

**Influenza (the Flu)** is a viral infection that can cause severe illness and life-threatening complications in many people including young children, older adults, and other people with chronic illness. Symptoms of the flu include fever, headache, extreme tiredness, muscle aches, dry cough, sore throat, and runny, stuffy nose.

Children sometimes also have nausea, vomiting, or diarrhea. The Flu is spread through respiratory droplets from a cough or sneeze, or from droplets on unwashed hands. A vaccine to prevent the Flu is available every year beginning in October through private physicians and the Iredell County Health Department. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

**H1N1 Flu (Swine Flu)** specific information is available on the CDC (Centers for Disease Control and Prevention) website.

**MRSA (Methicillin Resistant Staphylococcus Aureus)** is an infection caused by skin bacteria that is usually starts as a pimple or boil on the skin, and is very hard to clear up without very special antibiotics. MRSA has become a growing problem among athletes who are involved in contact sports, (wrestlers in particular), and those using athletic equipment that is shared. A doctor should check students with rashes, pimples, or boils that do not heal.



# Parent/Student Signature Page

My student and I have read, understand and agree with the policies and procedures outlined in this student handbook.

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Parent Signature

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Date

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Student Signature

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Date