

Douglas Byrd Middle School

2020-2021

HAWK STUDENT RULES A-Z

ABSENCES (lawful)

The superintendent or principal who is in charge of such school shall have the right to excuse a student temporarily from attendance due to sickness or other unavoidable cause which does not constitute an unlawful absence defined by the State Board of Education as the following:

- ILLNESS OR INJURY: An absence is lawful when the absence results from the illness or injury, which prevents the student from being physically able to attend school.
- QUARANTINE: An absence is lawful when the local Health Department or the State Board of Health orders isolation of the student.
- DEATH IN THE IMMEDIATE FAMILY: An absence is lawful when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate family of the student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- MEDICAL OR DENTAL APPOINTMENTS: An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
- COURT OR ADMINISTRATIVE PROCEEDINGS: An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party of the action or under subpoena as a witness.
- RELIGIOUS OBSERVATION: An absence may be considered lawful if the tenants of a religion of which a student or his/her parent adheres, require or suggest observance of a religious event. The approval of such absence is within the discretion of the local Board of Education, but approval should be granted unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the student.

- EDUCATIONAL OPPORTUNITY: An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. The student must receive prior approval from the principal for such an absence. A form is available in the front office.

When absent from school for lawful reasons, **ALL notes must be turned in to the front office.**

ABSENCES (unlawful)

A student between the ages of seven and sixteen, and all other students who are entitled to attend public school and who have been enrolled in a public school, shall have his/her nonattendance excused/unexcused on the same basis. Children of a compulsory age may not be excused for any unlawful absence. Unlawful absence is defined as:

- A student's willful absence from school with or without the knowledge of the parent.
- A student's absence from school for any reason other than those listed under "Lawful Absences."

ATTENDANCE AREA

The Cumberland County Board of Education requires that every student attending Douglas Byrd Middle School live within this school district. Sometimes incorrect addresses are given and this school enrolls a student in good faith. If such is discovered, the parent will be contacted immediately for further information. The proper individuals will be notified of the incorrect address. When a student elects to live with a relative or friend, this does not constitute residence in this school district. All students attending Douglas Byrd Middle School must be residing with parents or be living with a guardian awarded by the court. Students must live in the attendance area to be eligible for sports.

BOMB THREATS

We are required BY LAW to evacuate the building each time there is a call-in or written note regarding a bomb threat. The signal for a bomb threat is **four long rings**. Students are asked to leave the building quietly and quickly. Students are to go to a designated area assigned for fire drills but move 500 feet away from the building. Students are also encouraged to inform Teachers/Administration of any information about a bomb threat.

BOOKBAGS

Bookbags, athletic bags, or similar items may be used only for the transporting of books, other school-related materials, and personal effects to and from school. Immediately upon the student's arrival at school, any bookbag, athletic bag, or similar item must be deposited into the pupil's locker. The locker which is property of the Cumberland County Board of Education may be searched by school officials with probable cause.

BORROWING

Students are strongly advised not to lend textbooks or personal belongings to classmates. More often than not, this results in confusion that could easily be avoided. Keep your possessions in **your** possession. The school is not responsible for items that the student loans to others.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. In order to keep the cafeteria clean and attractive, the following rules must be observed:

- Talk in a low voice that does not allow your conversation to be heard at the next table.
- Keep the cafeteria lines orderly.
- Never push or run in the cafeteria.
- Food and milk are not to be taken out of the cafeteria.
- Students are to place all used and unused breakfast/lunch items in the trash bin.
- Students are not allowed to save places in the lunch line.
- Students who continually disregard the cafeteria regulations may be prohibited from using the cafeteria.
- No gum is allowed in the cafeteria or at school.
- Students are to eat in the area designated by the administration/teachers and remain in the designated area until leaving the cafeteria.
- Students are not to leave the cafeteria until instructed to do so by their teacher or cafeteria supervisor.
- When your teacher instructs you to leave the cafeteria you are to leave as a group.
- Students are to use the restroom going to or coming from lunch while under the teacher's supervision.

- Soft drinks in cans or bottles are not permitted in the cafeteria.
- No deliveries from restaurants will be permitted. No outside food (ex. McDonald's, Wendy's, or other restaurants) shall be brought in by visitors during lunchtime. Parents and guests are more than welcome to purchase a school lunch. Good nourishing meals are served daily in the cafeteria. The students may enjoy both breakfast and lunch each day of the school year.

CELEBRATIONS

Celebrations include assemblies and social activities. Appropriate social activities will include class gatherings chaperoned by adults.

CHANGE OF CLASS

During the change of class, students are expected to walk down the right side of the hall. Teachers will monitor from the center of the hall to assist students in moving in the proper direction. **It is imperative that students get to your class on time.**

CHECK-IN

Students who arrive at school after 7:30 a.m. must report directly to the office. **Students who report late must be signed in by a parent and obtain an admission note to class..** It will be the responsibility of the student to make up any missed work. Students must be in school a minimum of 3 ½ hours to be counted present for the day.

CHECK-OUT

Once students arrive on the school campus during the school day, they become the responsibility of the school. Students that find it necessary to leave during the school day must have their parent/guardian sign them out with a valid ID through the front office. Students will not be allowed to leave campus without a parent/guardian showing their ID. Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parent/guardian accompanying them or granting permission. **Students who check out before 10:30 a.m. will be counted absent for the day.** Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout. **There will be no check-outs after 2:00 p.m.**

CHEWING GUM

Teachers have been instructed that NO gum is allowed in class. Please help keep our school neat and clean.

CLASSROOM REGULATIONS

- Each teacher has classroom procedures in addition to the school-wide rules. All students are expected to abide by these policies and rules.
- Bring all necessary materials to class. **BE PREPARED FOR CLASS EVERYDAY!**
- **TURN IN ALL ASSIGNMENTS WHEN THEY ARE DUE!**
- Do not make any adjustments to windows, window blinds, or furniture without teacher permission.
- Teachers may assign after school detention. Parents will receive a 24-hour notice that will be given to the student in written form in order to inform parents as to when they should arrive to pick up their child after school.

CLUBS AND ORGANIZATIONS

Club membership will be available to all students. Each club will have a teacher sponsor.

COVID-19 STUDENT RESPONSIBILITIES

Students will abide by all CCS, State, and Federally issued guidelines pertaining to COVID-19, to include, but not limited to, social-distancing, hand sanitizing, wearing of masks, etc. If/when students are required to attend school through a digital platform, they will be expected to follow their assigned schedule, complete assignments as required, and meet all attendance requirements. Students will be required to follow the rules/guidelines for digital learning Code of Conduct as prescribed by CCS.

DISCIPLINE

Please read the CCS Student Code of Conduct to become aware of the consequences of inappropriate behavior and non-compliance with school rules. The ability to ride the school bus is a privilege for students, and failure to adhere to school policy bus rules can result in bus suspension or removal from the school bus for the remainder of the school year. Students who exhibit inappropriate behavior in the classroom may be assigned to In-School Suspension (ISS).

- In-School Suspension is designed to correct inappropriate behavior while allowing the student to remain on school campus.
- Students will complete all classroom assignments assigned by their teachers in ISS.

- Inability to complete ISS successfully will result in suspension or an extension of days.

DRESS CODE FOR DOUGLAS BYRD MIDDLE

Students are expected to come to school neatly dressed every day. Any article of clothing or accessories that poses a threat to student safety, interferes with learning, or is offensive (written or image) will not be permitted and will be handled by administration.

Tops

- Navy or Burgundy -Solid in color- no logos/designs
- Polo or oxford style - **ALL SHIRTS MUST HAVE COLLARS**
- Shirts must be tucked in at all times.
- Douglas Byrd school spirit wear can be worn in lieu of uniform shirts.

Bottoms

- Navy, Khaki or Black uniform pants-Solid in color
- Shorts must be within 2 inches of the knee.
- Skirts should not have splits above the knee.

Outerwear & Coats

- Navy, black or burgundy solid in color- no logos/designs
- Large outer coats may not be worn inside the school building (unless there is administrative approval due to extreme weather conditions)
- Upon arriving all coats should be placed in the student's locker.

Shoes

- Must be enclosed shoes.

Book Bags/Purses/Satchels

- Book bags are not allowed in classrooms.
- Purses should not be larger than a textbook if it is taken into the classroom.
- No fanny packs

Students CANNOT wear

- No jeans or denim of any kind
- No jeggings or leggings
- No sagging (undergarments should not be visible at any time)
- No workout /yoga pants

- Scarves, bandanas, doo-rags, and hats are NOT permitted by male or female students on their heads or pockets.
- No hoodies unless it is Douglas Byrd school paraphernalia
- No headgear (hoods, caps, hats etc...) is to be worn in any part of the building.
- No clothing or jewelry with chains connected to them.
- No stickers or face painting
- No nose rings/bull rings or distractive body piercings
- No Crocs, no open toes shoes, heels, flip flops, or slides.

<u>1st Dress Code Violation</u>	
Step 1 – Parent Contact and Verbal Warning	
<u>2nd Dress Code Violation</u>	
Step 2 – Parent Contact and Silent Lunch	
<u>3rd Dress Code Violation</u>	
Step 3 – Parent Contact, Team ISS and email to guidance/social worker	
<u>4th Dress Code Violation</u>	
Refer to Administration for ISS	
1st Referral to Administration	1 day of ISS
2 nd Referral to Administration	3 days of ISS
3 rd Referral to Administration	5 days of ISS

DRESS CODE FOR PHYSICAL EDUCATION

Students are required to dress out daily during scheduled physical education time and will receive a grade for participation. **Students are required to wear a t-shirt, shorts, or gym pants.** Students are not permitted in the gym unless they have an assigned class

School Supply List

- 1- 3 ring binder
- 2- composition books
- 5- folders with pockets and prongs
- 1 pack colored pencils

- 2 glue sticks
- 1 pack of highlighters
- 1 pencil pouch
- 1 pack of pens (blue or black ink)
- 2 packs of pencils
- 1 pack of index cards
- 1 box of Kleenex tissue
- 1 bottle of hand sanitizer
- 1 set of headphones or earbuds
- Notebook paper

*This is a general list of commonly used items. Some teachers may require other items not on this list.

EMERGENCY INFORMATION

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

FAMILY LIFE EDUCATION

The Family Life Education unit of study is part of the comprehensive health education program. **If for personal reasons you would like for your child to have alternative health lessons during this unit of study, please notify the teacher in writing when the permission form is sent home.**

FIRE DRILLS

Monthly fire drills are required by law and are important safety precautions. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher will give the students instructions. Orderly evacuation of the building is the safest for all concerned. **Students are reminded that anyone caught tampering with the fire alarm will be charged with a violation of state law.**

GRADING SYSTEM

A student’s grades will be earned by his or her performance on tests, class participation, projects, homework, and other assignments. Grades will be

updated and posted on PowerSchool weekly through the parent portal. The making system is as follows:

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

GRADUATION REQUIREMENTS

To graduate from the Cumberland County School System, a student must successfully complete the unit/course requirements for grades 9 through 12. **The only courses that meet the graduation requirement at the middle school level are Math 1 and High School Spanish.**

GUIDANCE DEPARTMENT

Douglas Byrd Middle School provides a wealth of guidance services for the benefit of the student body. These services are intended to help the student learn about his/her abilities, skills, interests and the world around him/her at work, as well as how each subject and activity of the school contributes toward his/her future success. Students are encouraged to arrange conferences with the guidance counselor about such things as grades, personal problems, and educational or vocational planning. Students must submit appropriate paperwork to their teacher concerning an appointment with the guidance counselor.

HALL PASSES

Students are to utilize time during class changes to take care of personal needs. If a student has to checkout, the office will call the classroom and inform the teacher. Students who are caught without a pass may receive disciplinary actions and the sending teacher will be notified. All hall passes must be signed by an authorized adult/teacher/staff member.

HEALTH CONCERNS

All students who are too sick to remain in the class will be required to call parents to pick them up. **Absolutely NO classmates, teacher, or any personnel will give out ANY medication, including aspirin.**

Students on medication prescribed by a doctor must have a parent to bring in the medication with the proper documentation from the physician for the school nurse.

HOMEWORK

Each team has been encouraged to assign homework. The team will work together to monitor the amount of homework assigned. Research proves that homework increases the probability of learning and retention. It is the responsibility of the student to complete all assignments. Parents are encouraged to contact the teacher if necessary and attend Parent-Teacher conferences when they are scheduled.

HOURS OF OPERATION

Students and parents are advised that the official hours of operation at Douglas Byrd Middle School are **7:00 a.m.-3:00 p.m. SUPERVISION FOR STUDENTS WILL BE PROVIDED DURING THESE HOURS ONLY.** Students who are dropped off earlier or picked up later than designated hours may be required to attend an administrative conference. The safety of all our students is very important and valued at DBMS. Loitering on campus after school is not permitted and if students are not with a supervising teacher, then this could result in the consequence of trespassing on school property.

INSURANCE

School accident and dental insurance will be provided on an optional basis to students. Parents will MAIL premiums directly to the companies involved in school provided envelopes.

LIBRARY/MEDIA CENTER

Douglas Byrd Middle School offers a variety of library services to the students. Books, magazines, and AV materials are available to the student in order to make learning more relevant. In order to have an efficient library system, certain rules and regulations must be adhered to in the media center.

- When students are using the library, they are under the direct supervision of media personnel and must adhere to rules and regulations.
- All students entering the library must have written prior permission from their teacher to do research unless they are with the entire class.
- Written permission notes must be signed upon entering the library by one of the media personnel.

- When studying in the library, you are to be working quietly the entire time. Small groups must sit together and not study with students from the class who reserved the library hour.
- Individual students and small group members will return to class before the end of the period. You must return as a group. Upon leaving the library pick up your research note, have it signed, and report directly back to the classroom. Classes should leave the library with their teachers before the end of the period. This will help us with book checks.
- Items checked out from the library are the responsibility of the student who checked them out.
- Absolutely no gum or candy allowed in the media center.
- Use of AV materials will only be allowed under the guidance of the media center staff with the cooperation of the classroom teacher.
- Remember that the use of your school's media center is a privilege, so do not abuse it.

LOCKERS

Homeroom teachers will assign lockers to students. You are responsible for the upkeep of your locker. Locks are required for the safekeeping of the student's belongings. Please do not store food overnight in locker, put stickers in/on locker, mark/write on locker, or place any items on the outside of locker. Failure to comply with the policies and procedures may result in disciplinary action. **No key locks are permitted.** You are permitted to purchase a personal lock but the combination must be given to the homeroom teacher. Valuables such as band instruments, personal property, etc. should never be left in your locker overnight. Students are not allowed to share lockers. **The school accepts no responsibility for personal property left in lockers.** All assigned lockers without locks will be ziplock by administration.

LOITERING

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on school campus after 3:00 p.m. unless under the direct supervision of a school employee. Students are discouraged from arriving at school before 7:00 a.m. as there is no adult supervision before that time.

NOTE: When en route to or from school, students of Douglas Byrd Middle School may neither congregate in a group nor loiter as individuals in the direct

vicinity of the school, on or off-campus. All students are required to come directly to school and go directly home upon dismissal unless they are under the supervision of school personnel. Those who remain on the school campus with a staff member must restrict themselves to the area assigned by the teacher for the particular activity in which he/she is involved.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where the owner can claim them. Remember please treat the property of others as you would like other people to treat your property. All lost and found items will be placed in the commons area for review once a month. If not claimed, items will be donated.

LOCKDOWN on TEAMS

Students are required to be in class during the entire instructional period. No student can pass through the hallways during instructional time unless escorted by an adult. Students will use the restroom during the change of class unless a medical condition exists and is documented in the office. Students are to be responsible for management of their time appropriately during class change.

MAKEUP WORK

A student is allowed to make up his/her work due to missed school for illness, emergency, or an approved function. **Immediately upon his/her return to school, he/she should ask assigned teachers for detailed assignments covering the work missed and arrange to complete such makeup work promptly.** Except in cases of prolonged illness, **makeup work must be completed within (5) days after a student returns to school.** The burden of responsibility for completing makeup work, of course, rests entirely upon the student rather than the teacher.

MAKEUP WORK FOR SUSPENDED STUDENTS

If a student is suspended from school, he/she will be responsible for completing and securing their assignments while out on suspension. **It is the student's responsibility to make arrangements with the teacher once he/she returns. Work must be made up within (5) days after a student returns to school.**

MISCONDUCT ON SCHOOL BUSES

School transportation service is a privilege, not a right. Students at all times while riding a school bus shall observe the directives of the school bus driver. The following conduct is specifically prohibited:

- Delaying the bus schedule
- Fighting, smoking, lighters, matches, using profanity, or refusing to obey the driver's instructions
- Tampering with or willfully damaging the school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on school vehicle as outlined in Board policy
- Getting off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus
- Violating any other rule of Code of Student Conduct while on the school bus, at the bus stop or any other school vehicle

Consequences:: Unless specified elsewhere, violations of these section K-12 students may result in temporary or permanent suspension from school transportation services and/or from school.

NON-EDUCATIONAL ITEMS AT SCHOOL

Students are prohibited from bringing items such as

- Cell Phones
- Cameras (unless they are being used for academic purposes in the classroom)
- Electronic games
- iPods
- Hats
- Sunglasses
- Squirt guns
- Personal water bottles of all kinds are not permitted during school hours. Students involved in athletics may leave water bottles in lockers until after school practice.
- Spiked or studded belts and wristbands, etc

These items may be confiscated and placed in a secure location and must be picked up by a parent. Students that continue to violate this policy will receive disciplinary consequences due to non-compliance of school policy.

The school accepts no responsibility for items stolen from students. The student can avoid this possibility by not bringing these or similar items to school.

OFF LIMITS AREA

Certain areas of the campus are off-limits to students during the school day and they are as follows:

- Bus parking lot
- Faculty parking lot
- Ballfields (except when supervised)
- Gym (except when supervised)
- Area behind gym
- Teacher workrooms/lounges (**Students are not to purchase items from the vending machines.**)
- Band area (except when supervised)
- All surrounding off-campus property
- In front of the building
- Douglas Byrd High School AND Ireland Drive Middle School

PUBLIC DISPLAY OF AFFECTION

Students should not engage in over-familiar actions in any form of relationships. This includes but is not limited to hand-holding, kissing, touching inappropriately, and embracing regardless of gender. Such actions will result in disciplinary consequences.

PARENT CONFERENCES

If problems arise concerning students at Douglas Byrd Middle School, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office (483-3101). We request that all teacher conferences be made during team planning or during a teacher's personal planning period. Please allow sufficient time to set up conferences.

Parents that have concerns that require administrative attention should complete a parental concern form located at the front office.

SCHOOL APPEARANCE

Douglas Byrd Middle School takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities. All students are called upon to do their part in observing common courtesy and in being mindful of all effort made on their behalf.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is an organization to foster leadership among students at Douglas Byrd Middle School. The members of the council are your voice in student government. Student Government elections will be held in the fall of each year and additional information will be provided to students at that time.

TARDINESS

Each teacher within the class handles tardiness to class. Excessive tardiness will require a parent-pupil-administrator conference. Students are required to sign the tardy log upon request. The fourth tardies may result in an In-school-suspension.. Teachers are encouraged not to hold students after class. Should a teacher detain a student, the student should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering.

TELEPHONE USE

Students must inform their parents if they vary their school schedule as far as transportation is concerned. Please make necessary arrangements before leaving home. Any unforeseen cancellations or emergencies will be sent via phone/text using Parent Link messaging system. **Please make sure all phone numbers are current and accurate.**

TEXTBOOKS

Books are not to be left in the halls, in the gym, or in the lunchroom. Books left outside of a locker after school hours will be taken to the front office and placed in the subject teacher’s mailbox. **Books are the responsibility of those students to whom they are assigned.** Lost or damaged books must be paid for before report cards are released and/or schedules for the next year are given.

The State of North Carolina provides most materials necessary for your public education. Textbooks are school and state property and should be treated accordingly. When lost or damaged, they must be paid for. The following guidelines will be used in assessing the value of lost books:

New Book	Full Price
One Year Old	80%
Two or More Years Old	60%

A fee of \$5.00 or more will be charged for damaged books.

If you transferred from one teacher to another, return your book before leaving the class. Your new teacher will issue another book. If you are transferring to another school, be sure to return all textbooks to the teacher who issued them to you before the withdrawal process is completed.

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

THEFT PREVENTION

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

- **Cell phones must be locked away and turned off in the students lockers.**
- Purchase a school lock and do not give your combination to anyone.
- Never leave valuables, band instruments, or personal items of value in your locker.
- Money and cell phones should not be taken to the gym during physical education time.
- Never leave anything other than clothing in your basket during physical education.
- Band instruments should never be left unprotected.
- DO NOT take off rings to wash your hands.
- Never leave books, etc. on shelves, benches in the hallway, gym or on the bus.
- Never leave your purse unattended.
- Never leave valuables on your desk when you go to the assembly programs/lunch/or when you leave the area.
- Never leave your purse on the footboard of the bleachers during assembly programs or ball games.
- If you are staying after school for practice or club meetings, then practice the same theft prevention habits you would follow during school.

- Coats should never be left unattended.
- If you have something stolen, then report it to the office and to your teacher immediately.
- Check lost and found in the main office for items BEFORE you report them lost or stolen.

TITLE IX STATEMENT

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the principal. If after appealing to this designated official, the student is dissatisfied, he/she may submit a request in writing to the superintendent for a review of the case. The superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the superintendent is unsatisfactory to the student, the student shall within ten days give written notice to the superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance. It is the policy of the Cumberland County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

TOBACCO PRODUCTS

No student shall smoke or otherwise use any tobacco product or have in his/her possession tobacco or tobacco paper in any school building or school vehicle at any time or on the school premises when officially accessible to students. The ban does not extend to student spectators at outdoors school sponsored events for which there is a general admission charge and/or at which the general public is allowed to use tobacco products.

TORNADO DRILLS

The signal of a tornado drill will be one long ring of the bell. Students are to follow the instructions of their teacher, and report to a designated area for all tornado watches. Orderly evacuation to key areas is the safest policy for all concerned. When in an actual tornado drill, talking, laughing and playing should cease.

USE OF RESTROOM FACILITIES

Students will only be given permission to use the restroom during class in case of emergency. We enforce this policy for the protection of class time.

Students have time between classes to take care of personal needs, and all teachers take students to the restrooms after they leave the cafeteria. If you have a doctor’s note regarding special bathroom use, please see administration or the school nurse for further information.

VISITORS AT SCHOOL

Students are not allowed to bring visitors to school during the school day. Parents, of course, are always welcome. **Persons visiting the school on official business should report directly to the office and obtain permission to visit.** Parents visiting for classroom observations should be seated quietly in the class to observe the class only. You should follow the school schedule to arrive before the class begins so class is not interrupted. **If you would like to speak with the teacher, please schedule a conference so that classroom instruction time and student learning are not disrupted.** Any parent or visitor may be denied visiting a classroom per administration due to safety or disruptive behavior.

WEATHER

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

WITHDRAWALS AND TRANSFERS

- Secure an authorization for withdrawal or transfer note from your parent or guardian.
- Obtain a withdrawal/checkout form from the front office.
- Have the form filled out by all of your teachers and check with the librarian. Return all books and property or pay fines or any other money due.
- Return all books to the teacher that assigned them to you.
- Clean out your locker.
- Return withdrawal form to the Guidance Office.

**PARENT NOTIFICATION
OF
STUDENT SUPPORT INFORMATION SERVICES**

In the event of a school crisis (ex: suicide, national dilemma) professional counselors, psychologists, social workers, and safe school coordinators will respond to students through classroom, small group, individual, and/or outreach services. Detailed information will follow any potential event, and parent involvement will be sought as appropriate.