

## A Welcome from the Administration

Welcome to Hope Mills Middle School, home of the Vikings. The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for all students. Please take the time to carefully read the information contained within, so that you will become familiar with the opportunities, responsibilities, and expectations of our school. We are looking forward to an exciting, productive, and rewarding year.

Yolanda Epps  
Principal

Caroline Whitley    Kenneth Elliott  
Assistant Principals

### *Mission Statement*

**Our mission at Hope Mills Middle School is to provide a safe and orderly environment that fosters lifelong learning and challenges students to become successful in a globally competitive society.**

### Daily Bell Schedule

	Electives	6th Grade	7th Grade	8th Grade
Homeroom	7:30-7:45	7:30-7:45	7:30-7:45	7:30-7:45
1st Period	7:49-8:37	<b>1st Block</b> 7:49-9:19	<b>Elective</b> 7:49-8:37	<b>1st Block</b> 7:49-9:29
2nd Period	8:41-9:29		<b>Elective</b> 8:41-9:29	
3rd Period	9:33-10:21	<b>2nd Block</b> 9:23-10:53	<b>2nd Block</b> 9:33-11:03	<b>Elective</b> 9:33-10:21
4th Period	10:25-11:13			<b>Elective</b> 10:25-11:13
5th Period	11:17-12:05	<b>3rd Block/ Lunch</b> 10:57-12:57	<b>3rd Block/ Lunch</b> 11:07-1:06	<b>3rd Block/ Lunch</b> 11:17-1:06
6th Period	12:09-12:57			
7th Period	1:01-1:49	<b>Elective</b> 1:01-1:49	<b>4th Block</b> 1:10-2:40	<b>4th Block</b> 1:10-2:40
8th Period	1:53-2:40			

## Student Information

**Athletic Eligibility:** Each student must receive a physical each year. Parent and student must complete all forms located at [www.finalforms.com](http://www.finalforms.com) before he/she will be allowed to begin practice for participation in inter-school athletic activities. Students are not allowed to miss more than **13** days in the previous semester to be eligible to play sports and must have at least a **2.0** cumulative grade point average in the previous semester. **Athletes must be present during the school day in order to participate in after-school activities; this includes practice or a game. Students receiving ISS for the entire day or OSS are ineligible to play or practice.** 6<sup>th</sup> Graders are allowed to play all sports EXCEPT football.

\*\*\*Note: Due to Covid-19 Everyone that passed their grade last year and is currently passing will be eligible to play fall sports.

**Attendance/Absenteeism:** Regular attendance is a necessity for two reasons: (1) it is required by law, and (2) it is essential to the student's success and achievement in school. Reasons for lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observation, deployment activity, or an educational opportunity. With regard to an educational opportunity or deployment activity, prior approval must be requested and received from the principal for the absence to be considered lawful. A student's absence from school for any reason other than those listed above will be considered unlawful. A student who is absent **must present a note to his/her homeroom teacher** containing the following information: date note is written, exact date of absence, specific reason for absence, and signature of parent or guardian. All notes must be presented within 3 days of student's return to school. Parents of students missing more than 10 days of school will be required to meet with the school social worker.

*School truancy is a serious offense that may result in court action.*

**Book Bags:** Book bags are not allowed in the classrooms. Book bags should be left in the lockers at the beginning of the day, and students may pick them up before going home. Purses should not be used as book bags. Only **mesh or see through** Physical Education bags with gym

attire are allowed. Books **ARE NOT** allowed to be carried in gym bags. Food and beverages **ARE NOT** allowed to be carried in gym bags. Gym bags should be placed in lockers when not in use. Gym bags can be purchased through the main office. **Non-mesh sports bags cannot be worn during the school day.**

**Bus Conduct:** THE SCHOOL TRANSPORTATION SERVICE IS A PRIVILEGE. Students are required to ride on assigned buses *at all times*. Students riding a school bus shall observe the directions of the bus driver at all times. Violation of any of the school rules or school vehicle rules in the Student Code of Conduct may result in temporary or permanent suspension from the bus. The CCS policy on Search and Seizure extends to students who ride the bus.

- *1st Offense* 5 day bus suspension
- *2nd Offense* 10 day bus suspension
- *3rd Offense* 20 day bus suspension
- *4th Offense* Bus suspension for the remainder of the school year

**Cafeteria Policies:** Students are expected to be orderly and respectful while in the cafeteria. Students are not allowed to take food and/or drinks out of the cafeteria. Students may not leave the cafeteria without the permission of an adult. Students must eat during their assigned lunch time. Students who go into the cafeteria in the morning before school starts **MUST** be there to eat breakfast.

Hope Mills Middle was chosen to participate in the Cumberland County **Meals At No Cost Program**. Students may purchase additional items at lunch.

**Change of address and/or phone number:** Please inform the Registrar's office and your homeroom teacher if you change your address or telephone number anytime during the school year. Please provide the appropriate paperwork to confirm address change, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

**Check-in procedure:** Students arriving to school after the tardy bell (7:30 AM) must have a **parent** check them in through the main office. There will **not** be access to the breezeway after 7:30 so students must check in through the main office. The bus is available to most students. If parents choose other transportation, they are responsible for getting the student to school **on time**. Excessive tardies to school will be referred to the school social worker and administration.

**Students checking in after 11:00 am will be considered absent for the school day.**

**Check-Out:** Students leaving school during the day must check out through the main office. Students will be released to the parent or parent designee with proper identification. Students will not be called out of class to check out until the person checking them out arrives at the school. **Students checking out before 11:00 a.m. will be considered absent for the day. No checkouts are allowed after 2:20 p.m.** This is a busy time for the main office and instructional time does not end until 2:40 p.m. when dismissal begins.

**Dress and Grooming:** Students are expected to use good taste in choosing clothing so as not to present a health hazard, attract attention or interfere with the educational process. Any printed material on a student's clothing must not be offensive or detract from the ongoing educational process and should be consistent with generally accepted standards of the school community. **The administration reserves the right to determine when apparel/appearance is in good taste for school.**

The following is a guide for proper attire:

1. Waist of pants must be worn waist with no visible undergarments– NO SAGGING!
2. No school inappropriate signs, emblems, or language on clothing.
3. Inappropriate skin tight clothing will be considered undergarments and must be worn with appropriate dress attire.
4. Dresses, skirts, or shorts must be fingertip length or longer all the way around. This includes the under lining of clothing such as hi/low or double layer dresses/skirts.
5. No hats or headgear, such as earmuffs, are allowed during school hours. These items include but are not limited to: bandanas, sunglasses, and hoods on sweatshirts.
6. No pajamas, bedroom shoes/slippers or exposed undergarments.
7. No sheer or see through fabric in tops or bottoms unless it has solid fabric underneath it; this includes but is not limited to, crochet, lace, sheer or knitted fabrics.
8. Spaghetti straps, tank tops, halter tops, tube tops, racer back tops, shirts revealing midriffs or cleavage, and any other revealing items of clothing are prohibited.
9. No holes or tears exposing the skin are allowed on clothing above fingertip length.
10. Chains and spiked apparel are not allowed. Clothing that can be construed as a weapon(s) is not allowed.
11. Flip-flops and slides are not permitted. Closed toe/closed back shoes are encouraged to maximize student safety.

**Due Process:** The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process shall be defined as fair and reasonable approaches to all areas of student governance and discipline on the part of all school officials. Whenever a student or parent has a complaint regarding a decision made by a teacher, principal, or other local school employee which cannot be resolved by the principal at the school, the student or parent shall provide the complaint in writing to the appropriate assistant superintendent no later than fifteen days after the disposition of the matter by the principal.

**Electronic Devices:** The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property **so long as the devices are not activated, used, displayed or visible during the instructional day**

or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

#### **A. AUTHORIZED USE**

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs. No pictures or video are allowed to be taken on school buses by students. Cell phone use that result in Code of Conduct infractions can result in suspension or expulsion.

#### **B. CONSEQUENCES FOR UNAUTHORIZED USE**

**School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy.** Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

The following procedures will be followed when electronic devices have been confiscated:

- 1<sup>st</sup> Offense- Warning
- 2<sup>nd</sup> Offense- Device sent to main office, STUDENT may pick up AT THE END OF DAY.
- 3<sup>rd</sup> Offense- Device sent to main office, PARENT may pick up AT THE END OF DAY.
  - Subsequent violations may result in revocation of privileges.

#### **C. SEARCH OF WIRELESS COMMUNICATION DEVICES**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

**D. LIABILITY** Students are personally and solely responsible for the security of their wireless communication devices. **The school system is not responsible for the theft, loss or damage of a cellular phone or other personal electronic device.**

**Food/drinks:** All food/drink items brought to school will be consumed in the cafeteria during lunch and/or breakfast hours. Students are permitted to carry a store bought bottled water throughout the school day. The consumption of food or other drink items will not be permitted in the classroom, hallway, gymnasium, media center, auditorium, and restrooms. Any violation will result in the confiscation of the food/drink item. Food items are not to be sold by students.

**\*\*\*Students are not permitted to use school vending machines.**

**Grades:** Grades can be accessed online via PowerSchool. The grading scale is as follows:

A= 100-90 B= 89-80 C=79-70 D=69-60 F=59 and below. Login information is also available through the HMMS Guidance Office.

**Hours of Operation:** Students and parents are advised that the official hours of operation at Hope Mills Middle School are 7:00-2:55. Students attending athletic events and school-sponsored activities must exit campus and return no more than 15 minutes prior to event. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

**Lockers:** Each student will be assigned a locker only after a lock has been purchased. School locks are

\$6.00. Only school approved locks are to be used on lockers unless otherwise approved by administration. Do **not** give your lock combination to any other student. Students may **not** share lockers. All lockers are subject to a locker search. Students are to adhere to their assigned locker schedule.

**Make Up Work:** Once missed, classroom discussions, programs, and any group instruction can never be completely recovered or made up. However, a student is allowed to make up their work, so far as possible, when he or she has missed school for illness or emergency, or another reason which is classified under the Board of Education Attendance Policy. Work must be completed within 5 days after the student returns to school. **The burden of responsibility for completing make-up work rests entirely upon the student rather than the teacher.** If students are suspended from school, they will not be assigned work during the suspension. If they wish to make up work for the days missed, (and we strongly encourage this), it is their responsibility to

make arrangements with the teacher once they return. (**Teachers are not required to accept make-up work from students who have failed to complete assignments during class.**) Late assignments, if accepted by the teacher, will be subject to deduction of points. Late work policies are posted in each classroom.

**Media Center:** Students are allowed to visit the Media Center anytime throughout the school day as long as they have a written pass from their teacher.

- Loan Period: Students are allowed to check out up to three books at a time for a three week period.
- Library Fines: Students are charged a \$0.05 fine per book each day it is late. Fines do not accumulate over \$5.00 per book. If a student loses a book, he/she is responsible for paying for the book.

**Medication:** The school cannot administer medication, including aspirin, unless students have a “Request to Administer Medicine” form signed by a physician and parent authorizing the medication. The medication, original container, and form must be left in the guidance office. All medicines will be administered in the guidance office.

**Middle School Promotion Requirements:** In order to be promoted from grade 6 to grade 7 and grade 7 to grade 8, each student must earn a passing grade of 60 in Language Arts, Math, Social Studies and Science. Additionally, students must earn a passing grade of 60 in one of the following: Health/P.E., Vocational, Cultural Arts, Foreign Language, or any approved elective.

### **Grade 6, 7 and 8 Requirements:**

A passing grade in:

1. Language Arts
2. Math
3. Science
4. Social Studies
5. One other course

**No Fail Procedure:** To support the education of our students, it is recognized that a grade below 50% puts our students in a position of certain failure. Therefore in recognition of the need to give students an opportunity to succeed, a grade of no lower than 50% will be the minimum grade for the report card grade for the first two quarters. In rare occasions at the discretion of the Student Services Team, a third quarter report card grade of 50% can be given rather than the lower grade

earned by the student for that quarter. The principal or the teacher can't give the third quarter report card grade of a 50% without the consent of the Student Services Team.

**Parent Conferences:** If problems arise concerning students at Hope Mills Middle School, parents may make appointments for conferences with teachers, counselors, or the principal, by telephoning the school office. We request that all conferences be made during your child's team planning period. Please allow the school sufficient time to set up conferences.

**Planners:** Students MUST have planners with them at all times. All students are issued a planner. If lost, the replacement cost is \$5.00.

**School Telephone:** The school office phone is the only telephone authorized for emergencies. All calls made from the main office will be supervised by office personnel. Students are not to make or receive phone calls/texts from personal cell phones during the school day. Parents should call the school in case of an emergency.

**Search and Seizure – School Property:** Desks, lockers, and other equipment at any school belong to the school district, and although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

**Searches – Student's Person:** The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s). The above shall be within the knowledge and under the supervision of the principal.

**Section 504/Americans with Disabilities Act:** No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA / Section 504 Coordinator Cumberland County Schools, P.O. Box 2357, Fayetteville, North Carolina 28302, Phone: 678-2430.

**Student Behavior:** At Hope Mills Middle School, we believe that good discipline is essential to learning. Each student has the right to a positive, nurturing interaction with the faculty, staff, and administration, and the right to be free from distractions caused by the inappropriate behavior of others. Disruptions to the educational environment will not be tolerated. Over-familiarity



between students to include hugging and kissing and an open display of affection will not be permitted and will result in disciplinary action as will the use of profanity and abusive language. Each student will receive a copy of the Cumberland County Schools Student Code of Conduct, which defines the system's expectations for proper behavior. In addition to the violations and consequences listed in the Cumberland County Schools Student Code of Conduct, students are also advised of the following guidelines for Non- Major offenses:

- First Offense – Verbal Warning/ Phone Call to Parent
- Second Offense – Warning/Phone Call to Parent
- Third Offense – Phone Call to Parent/Team-Teacher consequence
- Fourth Offense – Office Referral

**Student ID Policy:** All students will be required to purchase a school ID for \$5. It is mandatory for students to display their ID at all times for general safety purposes. ID's will also be used for lunch, checking out books, internet purposes, and student only special activities after school (ex: dances, open gym, etc.) Defacing and improper display of ID's will not be tolerated. Broken, illegible, and damaged ID's **will be subject to confiscation** and will need to be replaced. The cost of a replacement ID will be \$5.

Students must have their ID properly displayed during all classes and upon checking into school. Temporary ID's must be properly displayed. ***All ID offenses will result in lunch detention.*** Students caught in the hallway without their ID properly displayed will be subject to disciplinary action. Wearing or using another student's ID is not allowed. Students with improperly displayed ID's or temporary ID's will be subject to hall restriction or other disciplinary actions.

**Tardy Policy:**

1st Tardy	Warning
2nd Tardy	Call to parent
3rd Tardy	Call Home/Teacher-Team Detention
4th Tardy and Subsequent	Administrative Referral

\*\*\*Tardies will reset at the beginning of each new grading period.

**Visitors:** All visitors must report to the main office and obtain/wear a visitor's pass before being allowed to walk through the school/campus. It will be necessary for visitors to leave their ID and keys at the front office before walking through the school/campus.

\*\*\*During Covid-19 restrictions, visitors must pass health screening protocols and not be admitted to any section of the school other than the front office and student services.