

John Griffin Middle School

PIRATES



SY 2023-2024 Student/Parent Handbook

Dr. Latreicia Allen, Principal
John Green, Assistant Principal
Dr. Maria Kappell, Assistant Principal
Bobby Dorman, Assistant Principal/Athletic Director

5551 Fisher Road, Fayetteville, NC 28304 School Phone: (910) 424-7678 School Fax: (910) 424-7602

Rev. 10/30/23

My Student Data Tracker Overview

Name: _____ Grade: _____ Team: _____

EOG – Test 2023						EOG – Test 2024				
Academic Area	2023 Scale Score	2023 Actual Level	2024 Projected Level	Growth Needed	2024 Goal	Academic Area	Scale Score	Actual Level	Actual Growth	Final Scale Score
Reading						Reading				
Math						Math				
Science-8						Science-8				

Benchmark/MasteryConnect

BENCHMARK TEST

Test	Pretest	Benchmark 1	Benchmark 2	Benchmark 3
Reading				
Math				
Science-8				

I understand that I have set my goal for this school year to include at least a year's worth of growth. In order to qualify for any EOG incentives, I must reach my scale score goal indicated above in Math and Reading. I will track my progress toward these goals each nine weeks.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrative Welcome

Welcome Pirates!

Welcome to John Griffin Middle School, home of the Pirates! The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for our students. Please take the time to read over the information carefully so that you will be aware of the opportunities, responsibilities, and expectations while at John Griffin Middle School. Together we will continue to achieve excellence!

Principal: Dr. Latreicia Allen

Assistant Principals: Bobby Dorman

John Green

Dr. Maria Kappell

Pirate Web Page: <http://www.jgms.ccs.k12.nc.us>

Follow us on Twitter at: @jgmspirates #JGMSPirates #AnchoredInExcellence

Connect with us via Remind! Please contact your child's teacher for more information.

Introduction

Parents and students are encouraged to read the handbook thoroughly. This handbook will explain the rules and regulations that must be followed at John Griffin Middle School. Failure to read this book may cause you to be out of compliance with our school expectations. The administration will assume that all students understand the material within this book upon receiving it. It will be the responsibility of each student to secure a copy of this book for easy reference should questions arise. Keep this planner with you at all times. **The contents of this student handbook are subject to change based on the needs of the school. Any changes made to the student handbook will be communicated in a timely manner through our various communication channels (ie. school website, school social media, etc.)**

John Griffin Middle School Core Values

Diligent-characterized by steady, earnest, and energetic effort

Diverse-composed of *distinct* or unlike elements or qualities

Equitable-dealing fairly and equally with all concerned

Innovative- introducing new ideas, methods, or devices

Safe-free from harm or risk

(Definitions from Merriam-Webster online dictionary, <https://www.merriam-webster.com/dictionary>)

John Griffin Middle School Mission Statement

In partnership with the parents and community, the faculty and staff of JGMS will expose our students to innovative and equitable approaches that will foster student creativity, diversity, and diligence in a safe environment.

John Griffin Middle School Vision Statement

John Griffin Middle School will be a place where students will exceed academically in a safe, inclusive, and innovative environment.

General Provisions – School Board Policy

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal to fully investigate cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal.

All policies in the Cumberland County Schools Code of Conduct will be enforced.

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 will be defined as fair and reasonable notices and approaches to all areas of student governance and discipline on the part of all school officials. The principal shall give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied with the guilt of the student or reduce the punishment if not satisfied with the reasonableness of the proposed disciplinary action under all circumstances. Due process procedures will be followed in accordance with Policies 4351, 4353, and 4370. A summary of those procedures is provided below. Students and parents should consult the relevant policy for complete information.

A. SHORT-TERM SUSPENSIONS (10 DAYS OR LESS) (Policy 4351)

Students will be given an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. Except in the circumstances described below, a student must be provided an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal

hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to inform the parent of his or her final decision.

Initial notice may be by telephone, but it must be followed by written notice no later than two (2) days after the suspension is imposed.

1. TEMPORARY (IMMEDIATE) SUSPENSION

If the principal/assistant principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the principal/assistant principal may suspend the student immediately. In such cases, the principal/assistant principal is not required to conduct a full investigation before suspending the student. In all cases, the minimal due process informal hearing for short term suspensions must be given to the student as soon as is reasonably possible in accordance with CCS Board Policy 4351, usually within two days of the incident.

2. NOTICE TO PARENT OR GUARDIAN THAT A SHORT-TERM SUSPENSION HAS BEEN IMPOSED

The school administrator will notify the student's parent or guardian in writing that a short-term suspension has been imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable. The notice will explain why the student has been suspended and will describe the student's misconduct. The notice will be provided on the day of the suspension when reasonably possible, but no later than two days after the suspension is imposed.

3. REVIEW OF SHORT-TERM SUSPENSION PROCEDURE

If the parent believes that the principal/assistant principal failed to provide the student with sufficient notice of the charges or opportunity to respond to the charges, then the parent shall have five (5) school days from the date of the principal's/assistant principal's decision to make a written request to the superintendent or his/her designee for a review of the suspension procedure. There shall be no right to appeal a short-term suspension to the Board of Education.

Arrival and Dismissal

Arrival: Arrival procedures will begin at 7:05am. To ensure student safety, students should not arrive or be dropped off before 7:05am. The school doors will not open until 7:10am each school day. **Supervision will not be provided for students prior to 7:05am or after 2:55pm.** Parents who continuously do not abide by these guidelines and allow their students to be at school long before and/or after school may be referred to a child protective agency.

Car riders will enter through the back entrance of the school after exiting their cars. Bus riders and daycare riders will be dropped off in the front entrance of the school. If your children eat breakfast they should go directly to the cafeteria. Students arriving after the tardy bell (7:30am) should be escorted by a parent or guardian and signed in at the front office before releasing their child. Repeated occurrences of tardies will be referred to the school counselor and school social worker.

Instructional time is key to ensuring your child is successful. **Parents are strongly encouraged to refrain from picking up children before 2:10pm to ensure they receive a full day's worth of instructional time.** *Medical emergencies, unavoidable medical appointments with documentation, or other extraneous circumstances may be reviewed by the administrative team.*

Transportation: If the mode of transportation needs to be changed, the parent/guardian must submit the change as a handwritten and signed note and deliver it to the front office clerk. The front office clerk will share the note (via mailbox, phone, and/or email) to the appropriate teachers/staff member and administrator(s). If there is an emergency, then the parent needs to contact administration as early as possible for approval. ***Please do not call the office asking the staff to deliver a message to a student about changing how a student will go home that day.*** We want to ensure the safety of our students while limiting confusion in how a student gets home.

Dismissal: The school will implement a bell system to facilitate the safe dismissal of students. All students are expected to adhere to the expectations communicated by the administration, teachers and staff during dismissal. All bus riders will be dismissed safely to the front entrance of the school by a designated staff member. They will report directly to their assigned bus. **Students will not be permitted to ride a bus not assigned to them. Non-bus students may not ride a bus at any time unless authorized and approved by an administrator.** All car riders will be safely dismissed through the back entrance of the school. All walkers will be safely dismissed through the side of the school. The administration will clearly articulate the procedures for arrival and dismissal through Remind, our school website, and/or social media platforms. All families are expected to adhere to the procedures outlined to ensure the safety of all students.

Assemblies

During the school year, several assembly programs are held for the benefit of the student body. The purpose of these assemblies is to showcase student talent and broaden students' cultural scope. Each class will be assigned a specific area in the gymnasium for assemblies. Students must sit in the assigned area with their homeroom teacher. When in assembly for any purpose, students are to refrain from talking and displaying disorderly conduct. Students who misbehave during assembly

programs will be subject to disciplinary action. Class dismissal from assembly will take place by sections. Please use only the steps while walking up or down the bleachers.

Athletics

1. By State Policy, 6th graders are eligible for interscholastic athletics; **EXCEPT Football.**

2. **Medical Examinations**—Each student must have a current medical examination by a duly licensed physician, nurse practitioner, or physician's assistant before he/she will be allowed to begin practice for participation in an inter-school athletic contest. The physical cannot expire during the season. In addition, students must have a current concussion and eligibility statement on file with the Athletic Director. Parents and students must be registered in the current athletic information system.

3. **Scholastic Requirements**— All student-athletes should make academics their priority. Student-athletes must *maintain a 2.0, un-weighted, grade-point-average, or 70 average* for the previous semester in order to be eligible for school sponsored athletic teams. Athletic eligibility is determined from the performance in the semester prior to the athletic season. Fall and winter sports eligibility is determined from grades earned in the previous Spring Semester. Spring sports eligibility is determined from grades earned in the previous Fall Semester.

4. **Age of Player** - A student may participate in middle school athletic contests during the school year if the athlete will not be 15 years of age on or before August 31st of the current school year.

5. **Conduct**—

As outlined in the CCS Middle School Athletic Handbook, “participation in any athletic activity is an important part of the educational experience in the Cumberland County Schools. Because of the public nature of the athletic programs sponsored by the Cumberland County Schools, participating students are expected to conduct themselves in a manner that will reflect the high standards and ideals of their school and community. Participating student athletes are subject to this code at all times during the calendar year, including summer months, whether on or off campus. For summer month violations, any discipline or punishment imposed would go into effect at the next scheduled athletic activity by the student athlete. This Code of Conduct is, in addition to, any specific team/activity rules or regulations established by the individual programs.” Drinking, smoking, and possession or use of drugs will not be tolerated. Athletes are expected to display appropriate behavior and represent the school well. Inappropriate behavior can jeopardize a student's ability to participate in a sport. **The principal makes the final decision on athletic participation.**

6. **Disciplinary Action**- In adherence with the Cumberland County Schools Middle School Athletic Handbook, John Griffin Middle School will adhere to the following disciplinary actions for student athletes:

- In-School Suspensions (full day or days) or (out of school) short-term suspensions (10 days or less) – ineligible to participate in any athletic activity on the day(s) the student is serving suspension to include practice.
- Out of School Long-Term Suspensions (11 days or greater) – ineligible to participate in any athletic activity for the remainder of semester or suspension period (whichever is greater).
- Disciplinary assignment to alternative school or character academy – ineligible to participate in any athletic activity for the remainder of semester or suspension period (whichever is greater).

7. **Attendance**— A student must be in attendance for Classes 85% (absent no more than 13 days) of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports.

8. **Time** - Students must be present at least half of the day in order to participate in any athletic practice or competition.

9. **Transportation**- Athletes must ride the activity bus to away games. Prior written notice must be provided to the coach in order for students to leave away games with their parents. Parents should sign their students out with the coach prior to leaving.

10. **Insurance**— The student must have insurance coverage by one of the following:

- A. School Insurance
- B. Private insurance
- C. Be a military dependent

11. John Griffin Middle School will adhere to all of the athletic rules, procedures, and expectations outlined in the [CCS Middle School Athletic Handbook](#) found on the Cumberland County Schools website.

Attendance (Absences)

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 (CCS Policy Code 4400 & Regulation Code:4400-R2)

A student's absence from school for any reason other than those listed above will be considered unlawful.

Students who are absent for any reason must bring a note from home and **present it to their homeroom teacher** upon returning to school. All notes should contain the following information:

1. Date the note is written
2. Exact date(s) absence(s) occur
3. Exact and specific reason for absence(s)
4. Signature of parent or guardian

A copy of the note will be filed in the front office with the Data Manager and/or Attendance Clerk. School truancy is a serious offense that may result in court action. **It is the responsibility of the student** to obtain and complete all assignments missed during the absence.

Books

Books are the responsibility of those students to whom they are assigned. Books are not to be left in the halls, on top of lockers, in the gym, or in the lunchroom. 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, a fee will be assessed.

Students that transfer from one teacher to another, must return the book before leaving class. The new teacher will issue the student another book. If the student transfers to another school, return all textbooks to the teacher who issued them to you.

Once the 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.

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 a safe place. The school is not responsible for items that students loan to others.

Book Bags

Book bags, athletic bags, or similar items may be used only for the purpose of transporting books, other school-related materials, and personal effects to and from school. Immediately upon student arrival at school, any book bag, athletic bag, or similar item must be deposited in the student's locker. A student may carry a clear plastic bag or mesh bag for gym clothes.

Bus Conduct

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner. In extreme circumstances, as a safety precaution, buses may return to campus. Every effort will be made to notify parents if and when this occurs. Students may not ride a bus not assigned to them, and those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The school principal or assistant principal has the authority to suspend pupils from the bus for the following infractions:

1. Delaying the bus schedule.
2. Fighting, using profanity, smoking or using vapors, lighting matches or cigarette lighters, pushing, and tripping.
3. Refusing to obey instructions of school authorities.
4. **Tampering with a school bus.**
5. Holding your arms, hands, head, or any other part of your body out of the bus windows or doors.
6. Refusing to meet or exit the bus at the student's designated stop.
7. Unauthorized exiting of the bus when en route to school or home.
8. Entering or leaving the bus through the Emergency door or through windows (These Exits are used only in emergencies.)
9. Leaving your seat before you reach your destination. (Your feet should remain on the floor at all times and not up in the seats.)
10. Holding or saving seats; refusing to let others sit in unoccupied seats.
11. Shooting rubber bands, water pistols, or any device containing water or any other liquid.
12. Playing: throwing trash, paper, gum, or other materials or objects; popping caps or other noisemakers.
13. Punching holes, tearing, cutting, writing, or marking on or willfully damaging any interior or exterior part of the bus. (Punishable by suspension and payment for damages.)
14. Crossing the street at the rear of the bus when entering or leaving the bus. (Cross only in front of the bus.)
15. Causing a distraction by playing radios, i-pods, mp3 players, recorders, or electronic devices on the bus.
16. Possessing drinks in cans, bottles, or cartons on the bus.
17. Talking or singing too loudly, clapping hands, stomping feet, and making excessive loud and distracting noises that might endanger the safety of others. Drivers must be able to concentrate on the road.
18. Refusing to remain in seats assigned by the bus driver or school authorities.

19. Failing to observe established safety rules and regulations.
20. Eating, drinking, and/or littering on the bus.
21. Having animals or pets of any kind on the bus.
22. Annoying others by sticking them with pencils, pens, pins, fingers, or other objects; or yelling, screaming, or cursing.
23. Possessing objects that will take up another student's seat, block the aisle, or obscure the driver's vision.
24. Students are not allowed to video record or photograph any student images by cell phone, digital camera, video recorder, or any other device.
25. Failure to comply with these expectations or anything else that violates the CCS Student Code of Conduct will be subject to disciplinary actions.

The Cumberland County Schools policy on Search and Seizure extends to students who ride the bus.

Cafeteria

Good nourishing meals are served daily in the cafeteria. **No outside fast food may be brought into the Cafeteria.** The parents of students wishing to bring in a purchased (restaurant) lunch may check their child out to eat lunch and check them back in once they are finished. Our students may enjoy both breakfast and lunch each day of the school year. 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:

1. Talk in a normal voice while in the cafeteria.
2. Keep the cafeteria lines orderly.
3. Never push or run en route to the cafeteria.
4. When directed by the teacher, take all milk cartons, and debris to the waste containers.
5. Food and milk are not to be taken outside the cafeteria.
6. Respect the authority of the cafeteria duty teacher.
7. Students are not allowed to cut lunch lines.
8. Students are not allowed to save a place in lunch lines.
9. Only one lunch may be purchased at a time.
10. No gum is allowed in the cafeteria.
11. Students are to eat in the area designated by their teachers.
12. Students are not to leave the cafeteria until instructed to do so by the teacher or cafeteria supervisor.
13. When your teacher instructs you to leave the cafeteria area, you are to leave as a group, in line.
14. Students are to remain in their designated seated area except when returning trays.
15. Soft drinks in cans or bottles are not permitted in the cafeteria unless purchased in the cafeteria.
16. Parents are invited to visit and share meals with their children in a designated location. You may not bring in any food for any student other than your child.

<u>Breakfast</u>		<u>Lunch</u>	
<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
\$0.00	\$0.40	\$2.75	\$0.40

CAFETERIA CHARGE POLICY

REGULATION CODE: 6220-R

**Please note this information is subject to change based on the district's charge policy.*

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. In situations where students are unable to pay for a meal on a particular day due to a lack of money, the following charge policies shall be followed:

- Students in grades PreK-8 may acquire a negative balance of up to \$10.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student's meal will exceed the negative balance limit of \$10.00, that student will be offered an alternative breakfast/lunch tray.
- High school students will need to have money to purchase meals/a la carte items. If a high school student does not have money for their meal, they will be offered an alternative breakfast/lunch tray. Charging is not permitted in high school cafeterias.
- Adults must have money at the time of purchase. Charging is not permitted in school cafeterias for adults.

Alternative Meals

- **Breakfast:** The alternative breakfast tray will consist of milk and cereal selected by the manager.

- Lunch: The alternative lunch tray will consist of the option of two vegetables, a serving of fruit, milk, and a cold sandwich selected by the manager. Cafeteria managers may provide (based on product availability) a cold cheese, ham, or turkey sandwich.

- Special Diets: An appropriate alternative breakfast/lunch tray will be provided to students who have a completed Medical Statement for Students with Special Nutritional Needs for School Meals on file in the cafeteria.

Negative Balances:

Once a student acquires a negative balance the cafeteria manager will check to see if the student has a free or reduced application on file. If the student does not have an application on file, the cafeteria manager will give one to the teacher for the student to take home and their caregiver to complete. A free/reduced lunch application can also be completed online.

The parent/guardian will be contacted if a student's account has a negative balance. Cafeteria managers will periodically identify students with low and negative balances and place ParentLink calls to the respective students' homes to inform parents of the students' account balances. Parents can add money to their student's account via K12PaymentCenter.com or by providing funds to the school cafeteria.

Negative balances on student accounts should be paid in the school cafeteria as soon as possible to prevent the student from being subject to alternative meals. The CNS office at 810 Gillespie Street (910-678-2502) will accept payment for negative balances remaining on the account after the last day of school. Positive balances on student accounts shall be carried forward to the following school year.

Per the requirements of OMB A-87 (Federal Office of Management and Budget): "Bad debts including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable." In order to clear the outstanding charges, the caregiver has to issue a payment to Child Nutrition.

The Child Nutrition website will contain current links to the online Free/Reduced Lunch Application, the online pre-payment site, and the policy and procedures for handling students without money.

Approved by Superintendent: June 12, 2017.

Cell Phones

After the 7:30 a.m. bell items that interfere with the learning environment at JGMS will be confiscated. Those items include but are not limited to electronics (including cell phones, AirPods, earbuds, smartwatches, and iPods, laser pens, etc.). Teachers may permit the use of wired headphones for specific instructional activities, but these must be removed upon the conclusion of the activity.

- For smart watches or other similar devices, students must disable the sync mode, to include bluetooth, during the school day. Any other device used for any purpose other than a timepiece will be confiscated.
 - The school is NOT responsible for confiscated items.
 - Cell phones/electronic devices and other confiscated items may be picked up Monday-Friday (when school is open) ONLY between the hours of 2:40 and 3:30 by the parent/guardian.
 - 1st offense- Teacher will confiscate the device for the remainder of the class period.
 - 2nd offense- the item will be sent to the Main Office for student pick-up at the end of the day.
 - 3rd offense and each offense after- the item will be sent to the Main office and kept for 1 day, 2 days, etc. for each offense after
 - Any student refusing to surrender the cell phone, electronic device or other prohibited item to school personnel will be subject to disciplinary action deemed appropriate by the CCS Student Code of Conduct.
 - Refusal to Teacher- 3 days in Restorative Justice Center (RJC)
 - Refusal to Administrator- 5 days in Restorative Justice Center (RJC)

Change of Address

Inform the Data Manager and your homeroom teacher if you change your address or telephone number anytime during the school year. Please provide the Data Manager with any appropriate paperwork to confirm the address change, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

Check-In

Students are admitted into the school building at 7:10 am Students who arrive at school after 7:30 am must report directly to the office. **A parent must accompany the student to check-in. After 3 unexcused tardies, students will be subject to disciplinary actions.**

Students must be in school a minimum of ½ of the day to be counted present for the day. CCS middle schools take daily attendance. Any student that is checked out before 10:45 am will be counted absent.

Check-Out

Once students arrive on the school campus during the school day, they become the responsibility of the school. Students who find it necessary to leave during the day must have their parent or guardian sign them out through the main office. **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 parents accompanying them or granting permission.** Identification will be necessary from the parent when checking out a student. Only people who are listed as contacts in PowerSchool will be permitted to check out a student with identification. The safety and welfare of our children are of utmost importance to us.

Students checking out before 10:45 am will be counted absent on the homeroom roll. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout.

No checkouts will be allowed after 2:10 pm. This is a busy time for the main office and instructional time does not end until 2:40 pm when dismissal begins.

Clubs and Organizations

The following are clubs, which are available to the student body for membership. Interested students should contact the club sponsor for membership requirements. Club sponsors will be announced through homeroom. The club period begins after school following the dismissal bell.

Athletics

Pep Squad	Football
Soccer – Boys & Girls	Track – Boys & Girls
Baseball – Boys	Softball – Girls
Volleyball – Girls	Wrestling – Boys/Girls
Basketball – Boys & Girls	

Clubs/Activities (tentative)

Math Counts	Robotics/Gaming Club
Science Olympiad	Green Team
Junior National Honor Society	Forensics
Spanish Club/Quizbowl	Student 2 Student Club
Battle of the Books	Chess
Art	Ladies' Academy
Student Government Association	SAVE/Promise
Fiddle	AYPYN
Pep Band	

Dress Code

School dress contributes to the school atmosphere. Clean, neat, appropriately dressed students advertise the fact that they respect themselves in a way designed to win respect from others. Students are advised to dress with good taste and in doing so contribute to the general pride of the school.

John Griffin Middle School does not require a school uniform. The following Dress Code is enforced:

1. No inappropriate signs, emblems, or language on clothing is allowed.
2. Nothing will be worn that will be offensive to any race, religion, or gender, or which displays profanity in any form.
3. Head coverings or headgear worn for a religious purpose are allowed.
4. No undergarments should be visible at any time. Appropriate undergarments must be worn at all times.
5. No dresses, skirts, or shorts (to include PE shorts) no higher than mid-thigh all around. This includes the underlining of clothing such as high/low or double-layer dresses/skirts.
6. If a student wears any pants, skirts, or dresses with holes, slits, frayed, or shredded areas above the knee of any size, the student must wear leggings or tights underneath so that no skin is visible.
7. No sagging pants allowed. Sagging will be defined as; pants low enough to allow whatever is under the pants, regardless of how many layers exist, to be visible.
8. No clothing that shows the body's midsection/ torso or cleavage is allowed.
9. No bedroom attire or bedroom shoes/slippers may be worn at any time.
10. Hats, toboggans, sweatbands, bandannas, do-rags, or other head coverings are not permitted to be worn or attached/ hanging from an article of clothing or other personal belongings. All head coverings must be kept in the locker for the entire school day.
11. Coats must be placed in lockers upon arrival at school. Hoodies (with the hood down and not worn on the head), sweaters, and lightweight jackets are permissible to be worn inside the building.
12. No sunglasses (unless indoor wear is prescribed by a doctor) will be worn; including wearing them around the neck, on the head, face, or on an item of clothing.

13. Shoes or sandals must be worn at all times.
14. No wallet chains or chains on clothing at any time.
15. No spikes on shoes, clothing, or accessories.
16. No cleated athletic-type shoes will be worn inside the building at any time.
17. Any clothing that is disruptive to the learning environment will not be permitted.

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes.

No student shall be suspended out of school-based solely upon violation of an existing individual school dress code.

Noncompliance with the rules listed above may result in disciplinary action including placement in the Restorative Justice Center (RJC).

Emergency Information

Each student and his/her parent must 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 one phone number where one or both parents can be reached in case of emergency. Students should have personal knowledge of their parent's place of employment. Students are strongly encouraged to memorize their home address and parents' phone numbers.

Fire Drills

Fire drills will be conducted monthly during the school year. When the first signal is given, everyone must clear the building by the prescribed fire route as directed by the supervising teacher. Orderly evacuation of the building is the safest for all concerned.

Students are reminded that anyone caught tampering with a fire alarm will be charged with a violation of state law.

Financial

No refunds will be given for field trips or school events. If a student has paid for a field trip or school event and is absent or suspended (ISS or OSS) and misses the event, a refund will not be given. Lost textbooks paid for with an original yellow receipt will be the only refunds given. **Checks will only be taken with a driver's license number, address, and current phone number on the check.** Parents and guardians are encouraged to register for School Cash Online (SCO) for online payments related to events, activities, and field trips at John Griffin Middle School. More information can be found on the Cumberland County Schools (CCS) website: ccs.schoolcashionline.com.

Food

All food items (including gum and candy) brought to school will be consumed in the cafeteria during lunch hours. Unless given direct permission from school staff, the consumption of food or drink items will not be permitted in the classroom, hall, and restrooms. *During SY 2023-2024, breakfast will be eaten in the classroom.* Food items are not to be sold by students during school hours. Students will be prohibited from using microwaves in the cafeteria, classroom, or any room within the school to support students' safety.

Grading Scale

- A 90-100 Superior
- B 80-89 Above Avg.
- C 70-79 Average
- D 60-69 Below Avg.
- F Below 60

Counseling Department

John Griffin Middle School provides an assortment of school counseling services for the benefit of the student body. These services are intended to help the student learn about his/her abilities, skills, interest, and the world around him at work, as well as how each subject and activity of the school contributes toward their future success.

Students are encouraged to arrange conferences with a school counselor about such things as grades, personal challenges, and educational or vocational planning. Students must secure a pass from their teacher to go to the school counseling office to set up an appointment time and must secure a pass from the counselor to return to class. Appointments may also be made before and after school based on the availability of a school counselor.

John Griffin also has a full-time Social Worker, whose main function is to identify and assist in removing barriers to learning, while promoting wellness and student success. This is carried out through direct services, such as home visits, and enforcement of the compulsory attendance law, as well as advocacy for students and families, and serving as a liaison between the home, school, and community.

Hall Passes

Beginning school year 2023-2024, John Griffin Middle School will implement a digital hall pass system schoolwide. The digital hall pass system will support the overall safety and operation of the school. All students will receive training on how to submit digital hall pass requests for approval by the teacher/staff member at the beginning of the year and throughout the year. All students will be expected to utilize the digital hall pass system at all times unless otherwise noted by the administrative team. Failure to have an approved digital hall pass will result in immediate discipline in accordance with the Student Code of Conduct for truancy and/or insubordination or other offenses as deemed appropriate by administration.

Homework

All students are responsible for completing assigned homework or reviewing activities assigned by teachers. Research proves that homework increases the probability of learning and retention. Homework is directly correlated with achievement and is an essential part of the student's learning. If a student is not engaged in homework activities, the parent is encouraged to contact the teacher directly.

Hours of Operation

Students and parents are advised that the office hours of operation at John Griffin Middle School are 7:10 a.m. – 3:30 pm. **SUPERVISION FOR STUDENTS WILL BE PROVIDED FROM 7:10-2:55.** Athletic events and school-sponsored activities are the exceptions. Students who are attending athletic events must exit campus and return no more than 15 minutes prior to the event. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

Late Work

In order to promote academic success JGMS will follow the following late work policy- Students will have the opportunity to submit late work up to 4 days late. **Students will lose 10 points per day. After 4 days they can receive no grade higher than 60.**

Lockers

Your homeroom teacher will assign lockers. You are responsible for the upkeep of your locker. You should purchase a lock from the office; this lock then becomes your personal property. **All locks used on school lockers must be school purchased. The cost of a school lock is \$7.00.** Students are reminded that their lockers are state property, and may be subject to inspection by school personnel at any time. Immediately notify the homeroom teacher if the locker is found to be defective. Students are not allowed to mark on a school locker or place any decal or sticker on their locker. 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 THE LOCKERS.**

Loitering

Loitering is considered "Disorderly Conduct". **John Griffin students loitering on the Honeycutt Elementary school campus are subject to school discipline.** 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 campus after 2:55 pm unless involved in extracurricular activities under the supervision of a teacher. Students are not allowed to arrive at school before 7:10 a.m. as there is no adult supervision before that time.

Lost and Found

The Lost and Found room is located directly across from the Cafeteria. Students are encouraged to visit the "Lost and Found" when looking for misplaced clothing or other items. No lunch boxes are kept in the lost and found for sanitary reasons. Prior to being discarded, lunch boxes are placed on a bench next to the lost and found room. Unclaimed clothing is donated to community organizations such as Goodwill, Hope Harbor, etc.

Makeup 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 work, so far as possible, when absent for illness, emergency, or another reason that is classified under the Board of Education Attendance Policy. Immediately upon his return to school, the student should ask his teachers for detailed assignments covering the work missed to arrange to complete such make-up. **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.**

If a student is suspended from school, as much as possible, make-up work will be provided within 48 hours after the suspension. It is the student's responsibility to complete all make-up work within 5 school days.

Media Center

We offer a variety of media services to students including both print and electronic resources. Students will come with ELA teachers on a rotational basis for instruction and to check out books. Some things to remember:

1. Students will be given a barcode that will serve as the patron's library card. This will be affixed to the planner and must be presented in order to check out books. Additionally, students must have a hall pass from their teacher when visiting the media center individually.
2. Patrons must sign in upon entering the media center when not with a class.
3. Items checked out from the library are the responsibility of the student. OVERDUE FINES ARE FIVE CENTS PER SCHOOL DAY. LOST BOOKS MUST BE PAID FOR BY THE STUDENT.
4. Books may be checked out for three weeks and may be renewed one time.
5. Gum, food, and candy are not allowed in the media center.
6. If a barcode is lost, students must pay \$1.00 for processing in order to get a new one.
7. JGMS students must have parental permission to use the Internet at school. This form is located in the student planner and must be visible when accessing the Internet. The exception is when accessing Destiny.
8. If a student pays for a lost book and that book is returned during the school year, the cost of the book will be refunded less than \$1.00 for overdue charges.
9. In order to access library accounts, students will sign up for a Destiny account in 6th grade during a media center lesson. Students who transfer into JGMS will also be instructed to set up an account. This will allow students to see due dates for books and fines owed. It will also enable students to place books on hold. Students can see books in our catalog at any time via the Destiny website: <http://destiny.ccs.k12.nc.us>. Parents are encouraged to have students check this account at home.

Medicine

A parent/guardian must complete the proper forms for students to store and take medication prescribed by a doctor under the supervision of trained school personnel. Proper forms must be completed by the parent/guardian and can be obtained at the Front Office. Absolutely **no** medication, including aspirin, will be given by school personnel. The Cumberland County Health Department destroys all medications left at school approximately 3 weeks after the last day of school.

Non-Educational Items at School

Students are discouraged from bringing items such as smart watches, i-Pods, mp3 players, cameras, bluetooth headphones, games, PSPs, hats, sunglasses, squirt guns, and/or spiked or studded belts and wristbands, etc. to school. Should students bring these items to school, they must be kept in a secured locker. Teachers may permit the use of wired headphones for specific instructional activities, but these must be removed after the conclusion of the activity.

These items will be confiscated and secured in the Main Office. The student will be informed that their parents must pick up the item no earlier than the next school day. Items not claimed by the last staff workday of the school year will be discarded. The school accepts no responsibility for confiscated items stolen from Administrative offices.

Students can avoid this possibility by not bringing these or similar items to school.

At no time is a student authorized to photograph or otherwise make a digital/ electronic reproduction of another student. This includes at bus stops and on a school bus.

Parent Conferences

If problems arise concerning students at John Griffin Middle School, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office, at (910) 424-7678. **Parent concern forms are available in the Front Office. Please complete and submit and the appropriate staff member will call.** All conferences will be made during a teacher's planning period. Please allow the school sufficient time to set up conferences. Any meetings with school staff should be scheduled in advance; please do not show up to the school without an appointment so that your time and the staff member's time can be respected.

Scheduled Parent/Teacher Conferences

November 1-2, 2023 - 3:00-6:00pm

March 25-29, 2024 - during planning periods

School Appearance

John Griffin 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 efforts made on their behalf. Students are asked to pick up paper and deposit it into trash cans, either in the classroom, hallway, or other areas. John Griffin encourages recycling and has a student-led Green Team at school.

Student Government Association

The Student Council is an organization to better serve the needs of students. The members of the council are your voice in student government. Each team will elect a representative to attend the student council meetings to be

held at least once a month.

Student Council elections will be held in the fall of each year and additional information will be provided to students at that time. Both academic and behavioral expectations are given in writing before SGA Elections. Officers will meet at least quarterly with a principal to discuss important issues.

Tardy to Class

Tardiness to class is handled by each teacher within the class. Excessive tardiness will require a parent/pupil administrator conference. Any student who is not in his/her assigned classroom seat when the tardy bell rings is considered tardy.

1st tardy-Warning

2nd tardy- Parent Contact/lunch detention

3rd tardy-Parent Contact/After School detention

4th tardy-Office referral

Any student more than 10 minutes late to class without a note will be documented for skipping class (truancy).

Telephone Use

Students will not be allowed to use the school telephone before, during, or after school except with approval from administration in special circumstances such as an illness or emergency. **Please make the necessary arrangements before leaving home.** Students will not be allowed to use their cell phones to call or text during the school day. Students utilizing their cell phones before, during, or after school (without approval from administration in special circumstances such as an illness or emergency) will be subject to disciplinary actions deemed appropriate by the CCS Student Code of Conduct.

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. Each student and employee of the school has a responsibility in the area of preventing thefts. **THE SCHOOL CAN NOT BE RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN.** Listed below are some hints to prevent theft.

1. Purchase a school lock and do not give your combination to anyone.
2. Never leave valuables, band instruments, or personal items of value in your locker overnight.
3. NEVER bring large sums of money to school - No Birthday Money!
4. Money should not be taken to the gym locker room at physical education time. Give your valuables to your PE teacher.
4. Band instruments should never be left unattended.
5. If you take off rings to wash your hands, be sure that when you leave, you have not left them on the soap dispenser or towel dispenser.
6. Never leave books, etc., on shelves, benches, in the hallway, gym, or on the bus.
7. Never leave your purse unattended.
8. Never leave anything of value at your desk while you go to the assembly programs.
9. Never put your purse on the footboard of the bleachers during assembly programs or ball games.
10. If you are staying after school for practice or club meetings, then practice the same theft prevention habits you would follow during school.
11. Coats should never be left unattended.
12. If you have something stolen, report it to the office or your teacher **immediately.**

Use of Restroom Facilities

Classroom teachers and staff will organize opportunities for collective restroom breaks to monitor school expectations and minimize the possibility of behavioral concerns. 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. Parents should notify both the teachers and our Social Worker if a medical condition exists requiring frequent bathroom breaks.

Visitors at School

At John Griffin Middle School, we welcome visitors who have legitimate business at school. Persons visiting the school should report directly to the office, present proper identification, and obtain a visitor's pass, which should be visible while in school. **It will be necessary for all visitors to leave identification at the main office.** Students are not allowed to bring visitors to the school during the school day. Please call the school or make contact with the teacher to arrange in-class visitations in advance.

While understanding that rigorous instruction is our priority, all visitors will be expected to adhere to the following guidelines:

- Visitors may only interact with their child.
- Parents/guardians who visit should enter and exit the classroom and transition within the school building in a manner that would not interrupt the instructional activities in progress.
- No photography, videotaping or voice recording of any kind will be permitted.
- Cell phones and other electronic devices should be on vibrate or silent mode.
- Visitors should refrain from holding a conference with the teacher during the time of the visitation.

Volunteers at School

There are a wide variety of opportunities to serve as a volunteer at John Griffin Middle School. Cumberland County Schools requires that all volunteers complete a **Volunteer Security Data Form** at the following website: <http://cvs.ccs.k12.nc.us/>. Once the parent has been approved, then a parent can volunteer in the school and serve as a chaperone on field trips. This process has been implemented to protect children who the parent volunteer will be in contact with while volunteering. The county uses the form for a background check to identify if there is a concern in working with children.

Parents need to coordinate volunteer opportunities with the classroom teacher so the teacher has items prepared for the volunteer in advance. *Volunteers are not permitted in classrooms during local, district, or state testing unless the volunteer is serving as an official trained proctor.* Please note that parents who sign up to volunteer may be asked to support a need at the school which may be beyond their child's classroom.

All approved volunteers will be verified at the front office. Volunteers will report directly to the front office, present proper identification, and obtain a pass which should be visible while in the school.

Weather

In case of inclement weather (severe storms, snow, ice, etc.), Cumberland County School officials and John Griffin Middle School staff will notify parents/guardians of any pertinent information that will affect the operation of the school including early dismissal). Parents/guardians will be required to notify the Front Office as soon as possible in writing if there are transportation changes on early dismissal days. 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 stations or television stations for the announced decision on school closings.

Withdrawals and Transfers

The procedure for withdrawal is as follows:

1. The Parent should notify the Data Manager at least 2 school days in advance of the student's last day of attendance - the anticipated date of withdrawal and place of transfer.
2. Obtain a checkout form from the Data Manager.
3. Have the form filled out by each of your teachers, media center, and cafeteria.
4. Return all books/ property to your teachers, Media Center, etc..
5. Clean out your locker (take your lock).
6. Return withdrawal form to the Data Manager before leaving school.

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.

Daily Schedule

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
7:30-7:50 Homeroom	7:30-7:50 - Homeroom	7:30-7:50 - Homeroom
7:55-8:55 1st Period	7:55-8:45 1st Period (Elective)	7:55-8:55 1st Period
9:00-10:00 2nd Period	8:50-9:40 2nd Period (Elective)	9:00-10:00 2nd Period
10:05-10:55 3rd Period (Elective)	9:45-10:45 3rd Period	10:05-11:40 3rd Period (w/Lunch)
11:00-11:50 4th Period (Elective)	10:50-12:25 4th Period (w/Lunch)	11:45-12:50 4th Period
11:55-1:30 5th Period (w/Lunch)	12:30-1:30 5th Period	12:55-1:45 5th Period (Elective)
1:35-2:40 6th Period	1:35-2:40 6th Period	1:50- 2:40 6th Period (Elective)

2-HOUR EARLY RELEASE SCHEDULE

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
7:30-7:50 Homeroom	7:30-7:50 - Homeroom	7:30-7:50 - Homeroom
7:55-8:35 1st Period	7:55-8:25 1st Period (Elective)	7:55-8:35 1st Period
8:40-9:20 2nd Period	8:30-9:00 2nd Period (Elective)	8:40-9:20 2nd Period
9:25-9:55 3rd Period (Elective)	9:05-9:45 3rd Period	9:25-10:05 3rd Period
10:00-10:30 4th Period (Elective)	9:50-10:30 4th Period	10:10-11:30 4th Period (w/ Lunch)
10:35-11:15 5th Period	10:35-11:55 5th Period (w/Lunch)	11:35-12:05 5th Period (Elective)
11:20-12:40 6th Period (w/Lunch)	12:00-12:40 6th Period	12:10-12:40 6th Period (Elective)

DELAYED SCHEDULES

One Hour Delay **Breakfast will not be served. **

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
8:30-8:50 Homeroom	8:30-8:50 Homeroom	8:30-8:50 Homeroom
8:55-9:45 1st Period	8:55-9:40 1st Period (Elective)	8:55-9:45 1st Period
9:50-11:10 2nd Period (w/ Lunch)	9:45-10:30 2nd Period (Elective)	9:50-10:40 2nd Period
11:15-12:00 3rd Period (Elective)	10:35-11:25 3rd Period	10:45-12:05 3rd Period (w/Lunch)
12:05-12:50 4th Period (Elective)	11:30-12:50 4th Period (w/Lunch)	12:10-1:00 4th Period
12:55-1:45 5th Period	12:55-1:45 5th Period	1:05-1:50 5th Period (Elective)
1:50-2:40 6th Period	1:50-2:40 6th Period	1:55-2:40 6th Period (Elective)

Two Hour Delay **Breakfast will not be served. **

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
9:30-9:50 Homeroom	9:30-9:50 Homeroom	9:30-9:50 Homeroom
9:50-10:25 1st Period	9:55-10:25 1st Period (Elective)	9:50-10:25 1st Period
10:30-11:50 2nd Period (w/ Lunch)	10:30-11:00 2nd Period (Elective)	10:30-12:00 2nd Period (w/Lunch)
11:55-12:25 3rd Period (Elective)	11:05-11:45 3rd Period	12:05-12:45 3rd Period
12:30-1:00 4th Period (Elective)	11:50-1:10 4th Period (w/Lunch)	12:50-1:30 4th Period
1:05-1:50 5th Period	1:15-1:55 5th Period	1:35-2:05 5th Period (Elective)
1:55-2:40 6th Period	2:00-2:40 6th Period	2:10-2:40 6th Period (Elective)

Non-Discrimination Statement

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race,


ethnic origin, sex, or disability in its educational program, activities, or employment policies as required by title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA). Compliance with the requirements of Section 504/ADA is coordinated by Dr. Natasha Scott, Cumberland County Schools, P.O. Box 2357 Fayetteville NC, 28302; phone (910) 678-2433.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents and the students (if they are at least 18 years of age) both have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202.

JGMS Behavior Matrix

At John Griffin all students are expected to show proper behavior the entire day while in school or on school property. The behavior matrix outlines appropriate behaviors for all areas of the school. Appropriate behavior is rewarded with incentives because we love when our students do the right thing all of the time. ARRR...

		Achieve Goals	Respectful	Responsible	Resourceful
+ + + + + +	Hallway	<ul style="list-style-type: none"> Make it to your destination safely. 	<ul style="list-style-type: none"> Keep hands and feet to yourself. Use voice level 0 - when classes are in progress. Use voice level 2 during class changes. 	<ul style="list-style-type: none"> Walk on the right side behind the person in front of you. Go straight to your destination. Always carry a pass when you are out of class. 	<ul style="list-style-type: none"> Find an adult if you need assistance. Ask a friend for help. Help others in need.
	Restroom	<ul style="list-style-type: none"> Take care of your personal needs. 	<ul style="list-style-type: none"> Respect other people's privacy. 	<ul style="list-style-type: none"> Clean up what you mess up. Wash your hands. Get back to class promptly. 	<ul style="list-style-type: none"> Make sure you have tissues and soap before you go. Find an adult if you need assistance.
	Assembly	<ul style="list-style-type: none"> Get the information you need. 	<ul style="list-style-type: none"> Keep hands and feet to yourself. Eyes are watching, and ears are listening. Participate. Use appropriate applause. 	<ul style="list-style-type: none"> Enter and exit quietly. Follow the directions given. 	<ul style="list-style-type: none"> Find an adult if you need assistance. Ask a friend for help. Help someone in need. Sit on your bottom with your feet on the floor.
	Lunch	<ul style="list-style-type: none"> Get what you need quickly and quietly. 	<ul style="list-style-type: none"> Say please and thank you. Stay in your own space. 	<ul style="list-style-type: none"> Use voice level 2. One time through, get everything you need! Leave a clean table, chair, and floor. 	<ul style="list-style-type: none"> Find an adult if you need assistance. Ask a friend for help. Help others in need.
	Library	<ul style="list-style-type: none"> Get resources and check out books. 	<ul style="list-style-type: none"> Use voice level 1. Listen to the directions given. Be respectful of personal space. 	<ul style="list-style-type: none"> Put things away in their proper place. Handle books and materials with care. Always have your planner. Always scan in for attendance. 	<ul style="list-style-type: none"> Ask media staff for assistance. Help others in need. Use all digital resources to assist with your informational needs.
	Classroom	<ul style="list-style-type: none"> Learn something every day! 	<ul style="list-style-type: none"> Listen to your teacher. Be kind to your teacher and friends. Clean up what you mess up. Keep hands, feet, and objects to yourself. Don't leave unless your teacher dismisses you. 	<ul style="list-style-type: none"> Come prepared. Complete your work on time. Do your best! Use classroom materials appropriately. 	<ul style="list-style-type: none"> Find an adult if you need assistance. Sharpen your pencil before class. Charge your device the night before. Ask a friend for help. Help others in need.
	Bus	<ul style="list-style-type: none"> Get to and from school safely. 	<ul style="list-style-type: none"> Listen to the bus driver. Say please, thank you, excuse me. Use voice level 2. Keep hands and feet to yourself. 	<ul style="list-style-type: none"> Keep your backpack closed. Take your belongings with you. If it's not yours, don't take it. 	<ul style="list-style-type: none"> Use kind words and actions. Listen for your stop. Remember your bus number. Stay in your seat (bottom to bottom, back to back).



INTRODUCES

SchoolCashOnline



School Online Payment System

WHAT IS SCHOOL CASH ONLINE?



School Cash Online allows parents to easily make online payments for school fees .

- Pay all your student's school fees with the click of a button. Wherever. Whenever.
- Stay connected and informed of all school activities.
- Never miss out on field trips, school events, yearbooks and more.
- Say hello to smart online forms and goodbye to cumbersome paper forms.

HOW TO REGISTER

Follow these instructions to create your School Cash Online account today:

1. Create Your Profile: Go to ccs.schoolcashonline.com and click "Get Started Today".
2. Confirm Your Email: Check your inbox for the email confirmation and click the link inside. Sign in with your new login details.
3. Add a Student: Click "Add Student" and fill in the required fields with your child's information.

For more information, contact Parent Helpdesk at parenthelp@schoolcashonline.com.

John Griffin Middle School
Student Handbook Acknowledgement Form

I have read and understand the rules of the John Griffin Middle School Student Handbook. I also will adhere to the regulations, procedures, and protocols outlined in this handbook to support the safety and wellbeing of my child and all students at the school. I understand that any changes made to the handbook will be communicated through the administration in a variety of ways (ie. website, social media, printed copies, etc.)

Student Signature

_____ *Date* _____

Parent Signature

_____ *Date* _____