

# South View Middle School

## “Home of the BOBCATS”



This student handbook belongs to:

Name: \_\_\_\_\_

Grade Level \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

This Student Handbook contains policies and procedures for SVMS. Students and parents are expected to read and know all items listed in this Student Handbook. This will encourage effective communication among the student, parent and teachers. This handbook is provided to ALL students. If it is lost or stolen, a replacement handbook can be found on the SVMS website.

### My schedule

PERIOD	TIME	SUBJECT	TEACHER	ROOM
1 <sup>ST</sup>				
2 <sup>ND</sup>				
3 <sup>RD</sup>				
4 <sup>TH</sup>				
5 <sup>TH</sup>				
6 <sup>TH</sup>				

**Disclaimer Statement:** *The rules, policies and procedures printed in this document are effective as of August 1, 2017. Students will be notified of any changes through announcements, written handouts and/or our school webpage and will be held responsible for knowledge thereof.*

**SCHEDULE FOR CORE/ TEAM CLASSES**

6 <sup>th</sup> Grade	Schedule	7 <sup>th</sup> Grade	Schedule	8 <sup>th</sup> Grade	Schedule
Homeroom	7:30-7:55	Homeroom	7:30-7:55	Homeroom	7:30-7:55
1 <sup>st</sup> Period	7:59-9:02	1 <sup>st</sup> Period	7:59-9:02	1 <sup>st</sup> Period	7:59-8:46
2 <sup>nd</sup> Period	9:06-10:09	2 <sup>nd</sup> Period	9:06-10:09	2 <sup>nd</sup> Period	8:50-9:37
3 <sup>rd</sup> Period	10:13-11:35	3 <sup>rd</sup> Period	10:13-11:00	3 <sup>rd</sup> Period	9:41-10:44
4 <sup>th</sup> Period	11:39-12:42	4 <sup>th</sup> Period	11:04-11:51	4 <sup>th</sup> Period	10:48-11:51
5 <sup>th</sup> Period	12:46-1:33	5 <sup>th</sup> Period	11:55-1:23	5 <sup>th</sup> Period	11:55-1:17
6 <sup>th</sup> Period	1:37-2:24	6 <sup>th</sup> Period	1:27-2:30	6 <sup>th</sup> Period	1:26-2:30

**ELECTIVE SCHEDULE**

8 <sup>th</sup> Elective	7:59- 8:46
8 <sup>th</sup> Elective	8:50- 9:37
BREAK	9:37-10:13
7 <sup>th</sup> Elective	10:13-11:00
7 <sup>th</sup> Elective	11:04-11:51
BREAK	11:51-12:46
6 <sup>th</sup> Elective	12:46-1:33
6 <sup>th</sup> Elective	1:37-2:24

# South View Middle School

## 2017 – 2018 Student/Parent Handbook

Welcome to South View Middle School, home of the BOBCATS. 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 in this handbook in order to become familiar with the opportunities, responsibilities, and expectations of our school.

**Christian Qually – Principal   Libby Rogers – Assistant Principal   Ruth Spearman-- Assistant Principal**

### Mission Statement

To create an environment where excellence is demonstrated in academics, athletics and the arts.

#### **NOTE TO PARENTS:**

Parents are always welcome at South View Middle School. You are encouraged to become an active member of our PTA and to volunteer wherever and whenever possible. Please see our school website for steps to follow to become a volunteer at our school.

**SVMS Web Page:** <http://www.svms.ccs.k12.nc.us>

#### **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

The Family Educational Rights Act (FERPA) is a federal law that governs the maintenance of Student records. Under this law, parents of students or students (if they are at least 18 years of age) have both 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 or 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 Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Avenue, SW, Washington, DC. 20202.

#### **SECTION 504/AMERICANS WITH DISABILITIES ACT**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, 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:

Natasha Scott  
Cumberland County Schools

P.O. Box 2357  
Fayetteville, North Carolina 28302  
Phone: 678-2433

SUBJECT	POLICY
<b>ADMINISTRATIVE DETENTION</b>	Students may be assigned Administrative Detention as a consequence for discipline referrals. Those assigned are to report directly to the media center at dismissal. The teacher assigned Administrative Detention Duty will collect the students and take them to the classroom. They may NOT leave campus before reporting to detention. Each student must have sufficient materials and books to study. Any misconduct during a student's detention will result in further disciplinary action. <b>TWO DAYS NOTICE</b> will be given to all students for detention.
<b>APPEARANCE/DRESS CODE</b>	South View Middle School students are expected to follow the Uniform Dress Code as approved by the CCS Board of Education and SVMS. The Dress Code is provided in this handbook and on the SVMS website.
<b>ARRIVAL AND AFTER-SCHOOL PROCEDURE</b>	<p>The doors of SVMS open at 7:00 am, so students should not arrive before then. Once students arrive on campus, they ARE NOT to leave for any reason unless checked out by their parents in the front office. All students will enter through the side entrances and will report to either the gym or cafeteria where they will stay until dismissed by grade level. Students will be dismissed from these areas by grade level at 7:20 in order to report to lockers and homeroom.</p> <p>Car riders must be dropped off in front of the building following the traffic pattern. Students MAY NOT be dropped off in the bus parking lot or other undesignated areas.</p> <p><b>PARKING LOTS ARE FOR STAFF USE ONLY.</b></p>
<b>ATHLETICS</b>	<p><b>Eligibility</b></p> <p>Students must:</p> <ul style="list-style-type: none"> <li>• Attend SVMS</li> <li>• Can't have missed more than 13 days in the previous semester. (13=good, 14=bad)</li> <li>• Can't have failed 2 or more classes for the <b>previous semester</b></li> <li>• Must have an overall average of 70 or better for the <b>previous semester</b></li> <li>• Must have <b>current physical that doesn't expire before the end of the season</b></li> <li>• Must have current concussion, permission, code of conduct forms * The forms with the revised date of 6/16/17 are the current forms.</li> <li>• Must be younger than 15 on August 31 of the current school year</li> <li>• Parent and Athletic <b>must attend the mandatory parent meeting PRIOR to tryouts</b></li> </ul> <p><b>* Meeting is scheduled for August 24th during Open House (one at 4:30, one at 5:30)</b></p> <ul style="list-style-type: none"> <li>• 6th graders are NOT allowed to participate in athletics so that they can adjust to middle school and focus on academics</li> </ul>
<b>ATTENDANCE PROCEDURES</b>	<p><b>Every Minute Counts!</b> In order to learn, a student needs to be present. In order to participate in special school events such as dances, club activities, concerts and athletics, a student must be present for at least half of the school day, regardless of the daily schedule.</p> <p>Notes are required after any absence. Submit your doctor's note to your <b>homeroom teacher</b>. If a note is not presented, then the absence will be coded as unlawful. Whenever possible, it is important to schedule appointments at times other than during school hours. Students are responsible for making up work within five school days. Letters will be sent home after three, six, and ten unlawful absences.</p>
<b>AUTHORITY OF ADULT SCHOOL EMPLOYEES</b>	In order to maintain a safe and caring environment, all students are expected to follow directions as given. Any adults serving in the following capacity have the authority to direct students as the need arises: faculty members, substitute teachers, clerical workers, cafeteria workers, custodians, bus drivers, and approved volunteers.
<b>AUTOMOBILES, BICYCLES, SKATEBOARDS</b>	In keeping with the Cumberland County Board of Education policy, no middle school student will be allowed to drive any motorized vehicle to school. In accordance with State Law, bicycle riders must wear helmets. Skateboards and hoverboards are not permitted on campus. Students who ride bikes to school should lock their bikes in the bike rack at the front of the building. Students who ride skateboards must leave them with Ms. Bell until the end of the day.

<p style="text-align: center;"><b>BEHAVIOR EXPECTATIONS</b></p>	<p><b>CLASSROOM</b>      Raise your hand and get permission <u>before</u> performing an action. Do <u>all</u> of the work assigned to you to the best of your ability.</p>
	<p><b>HALLWAY</b>      Walk quietly on the right hand side of the hallway. Keep your hands, feet, elbows, comments, etc. to yourself.</p>
	<p><b>CAFETERIA.</b>      Respect other people and property at all times. Enter the cafeteria from classroom in a quiet, single file line. Students should be quiet while moving through line. No cutting in front of someone in line. Have student ID Badge/money ready to be given to the person collecting money. <b><u>Remain at your table until you are dismissed by your teacher.</u></b> Clean your area (table and floor). No food/drink allowed outside of cafeteria. (breakfast or lunch) Line up and return to room in a quiet, single file line.</p>
	<p><b>MEDIA CENTER</b>      Enter and leave quietly. Be quiet at all times. Follow library rules for checking books in and out. Inform the librarian immediately if books are lost or damaged. No food, drink, candy, or gum in the Media Center.</p>
	<p><b>OFFICE</b>      Students are not allowed to enter the office unless called or sent there for a specific reason.</p>
	<p><b>BUS</b></p> <p><b>Riding the bus is a privilege and not a right.</b> School buses are a means of transportation provided by the State of North Carolina. Students are expected to conduct themselves in an orderly manner and follow the directions of the bus driver. Students are to be at their assigned stop at least ten minutes before pick-up time. The bus cannot wait for a student. Students are required to sit two or three to a seat as assigned by the driver. Students must adhere to a seating chart unless otherwise directed. Students may only ride the bus assigned to them. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time.</p>
<p style="text-align: center;"><b>BOOK BAGS/LOCKER USE</b></p>	<p>Book bags, athletic bags, or similar items may be used to transport school related materials to and from school. Book bags do not have to be a specific material. Immediately upon arrival at school, a student must deposit book bags in assigned lockers. Gym bags must be made of mesh or a translucent material and cannot be used to transport books. Lockers are part of school property and may be opened and searched by an administrator as needed to maintain a safe and caring environment.</p>
<p style="text-align: center;"><b>BOOKS/TEXTBOOKS</b></p>	<p>Books are the responsibility of students to whom they are assigned. Lost or damaged books must be paid for by the last day of school. If a student transfers from one teacher to another, the book should be returned to the teacher, and the new teacher will issue another book. If transferring to another school, the books <b>MUST</b> be returned to the teachers who issued them. Lost books are to be reported to the teacher. If available, a second book will be issued once student pays for lost one. Participation privileges may be withheld if any fees are owed to the school.</p>

<p style="text-align: center;"><b>CAFETERIA</b></p>	<p>Students are expected to practice good manners in the cafeteria.</p> <p>Cumberland County Schools - Child Nutrition Services offers <b>Online Prepay</b> (<a href="http://www.k12paymentcenter.com">www.k12paymentcenter.com</a>) This system allows parents to:</p> <ul style="list-style-type: none"> <li>● Make meal payments on the internet using a credit card</li> <li>● Check your child's meal account balance</li> <li>● Get low balance alerts by email</li> <li>● See what your child is buying</li> </ul> <p><b>Online Prepay</b> (<a href="http://www.k12paymentcenter.com">www.k12paymentcenter.com</a>) brings school lunch into the age of technology. Using the secure site to make your payments and monitor your student's account gives you the assurance of knowing where your money is going and how it is being spent.</p> <p>Parents may bring outside food (fast food, desserts) into the school, but it must be eaten in the Bobcat Cafe just outside the cafeteria and the parent must check in at the front office before taking the food down to the Bobcat Cafe. The food cannot be shared with other students and must be eaten during the child's specified lunch time. <b>NO EXCEPTIONS.</b></p>																																														
<p style="text-align: center;"><b>CALENDAR 2017-2018</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">August 21 - 22 Monday-Tuesday</td> <td>Required Teacher Workdays</td> </tr> <tr> <td>August 24 Thursday</td> <td>Required Teacher Workday---Open House</td> </tr> <tr> <td>August 28 Monday</td> <td>First Day for Students</td> </tr> <tr> <td>September 4 Monday</td> <td>Student/Teacher Holiday</td> </tr> <tr> <td>September 27 Wednesday</td> <td>Student Early Release/Required ½ day Staff Development</td> </tr> <tr> <td>October 30 Monday</td> <td>Student Holiday/Teacher Workday</td> </tr> <tr> <td>November 9 Thursday</td> <td>Student Early Release/Required ½ day Staff Development</td> </tr> <tr> <td>November 10 Friday</td> <td>Student/Teacher Holiday</td> </tr> <tr> <td>November 22 Wednesday</td> <td>Student Holiday/ Teacher Workday</td> </tr> <tr> <td>November 23-24 Thursday-Friday</td> <td>Student/Teacher Holiday</td> </tr> <tr> <td>December 19 Tuesday</td> <td>Student Early Release</td> </tr> <tr> <td>December 20-Wednesday</td> <td>Winter Holidays(Student/Teacher)</td> </tr> <tr> <td>January 1 Monday</td> <td>Required Annual Leave</td> </tr> <tr> <td>January 15Monday</td> <td>Student/ Teacher Holiday</td> </tr> <tr> <td>January 19 Friday</td> <td>End of Semester</td> </tr> <tr> <td>January 22 Monday</td> <td>Student Holiday/Teacher Workday</td> </tr> <tr> <td>February 19</td> <td>Student Holiday/Teacher Workday</td> </tr> <tr> <td>March 30</td> <td>Student/ Teacher Holiday</td> </tr> <tr> <td>April 2-6 Monday-Friday</td> <td>Student Holidays/Teacher Required Annual Leave</td> </tr> <tr> <td>May 28 Monday</td> <td>Student/Teacher Holiday</td> </tr> <tr> <td>June 8 Friday</td> <td>Last Day for Students/*Student Early Release/End of Reporting Period/Semester</td> </tr> <tr> <td>June 11-12 Monday-Tuesday</td> <td>Required Teacher Workdays</td> </tr> <tr> <td>June 13 Wednesday</td> <td>Teacher Workday</td> </tr> </table>	August 21 - 22 Monday-Tuesday	Required Teacher Workdays	August 24 Thursday	Required Teacher Workday---Open House	August 28 Monday	First Day for Students	September 4 Monday	Student/Teacher Holiday	September 27 Wednesday	Student Early Release/Required ½ day Staff Development	October 30 Monday	Student Holiday/Teacher Workday	November 9 Thursday	Student Early Release/Required ½ day Staff Development	November 10 Friday	Student/Teacher Holiday	November 22 Wednesday	Student Holiday/ Teacher Workday	November 23-24 Thursday-Friday	Student/Teacher Holiday	December 19 Tuesday	Student Early Release	December 20-Wednesday	Winter Holidays(Student/Teacher)	January 1 Monday	Required Annual Leave	January 15Monday	Student/ Teacher Holiday	January 19 Friday	End of Semester	January 22 Monday	Student Holiday/Teacher Workday	February 19	Student Holiday/Teacher Workday	March 30	Student/ Teacher Holiday	April 2-6 Monday-Friday	Student Holidays/Teacher Required Annual Leave	May 28 Monday	Student/Teacher Holiday	June 8 Friday	Last Day for Students/*Student Early Release/End of Reporting Period/Semester	June 11-12 Monday-Tuesday	Required Teacher Workdays	June 13 Wednesday	Teacher Workday
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<p style="text-align: center;"><b>CHANGE OF INFORMATION</b></p>	<p>It is imperative that SVMS has correct information on all of our students, particularly in the case of an emergency. If your address, telephone number, or other information changes, you <b>MUST</b> bring in documents for verification.</p>																																														
<p style="text-align: center;"><b>CHECKING IN</b></p>	<p>Students who arrive at school after the morning tardy bell must check-in and receive a pass to class. <b>PARENTS MUST ENTER THE BUILDING AND SIGN THEIR CHILD IN AT THE FRONT OFFICE.</b> Each tardy will be recorded for documentation. Students who are tardy three or more unexcused times will receive a disciplinary action. A student who arrives late due to medical appointments must bring a doctor's note and present it when checking in. Students checking in after 11:00 am will be considered absent for the school day.</p>																																														
<p style="text-align: center;"><b>FINANCIAL</b></p>	<p>South View Middle School <b>DOES NOT</b> accept checks. Cash and money orders only. Change for large bills is not always readily available, so please use exact change.</p>																																														
<p style="text-align: center;"><b>EMERGENCY DRILLS</b></p>	<p>Drills take place on a regular basis to ensure that staff, faculty and students are prepared in case of an emergency. Fire drills are conducted monthly and tornado, earthquake, code yellow and code red drills are done periodically throughout the school year. Each room in the building has posted instructions indicating how to exit the building in case of fire or where to report for safety during a tornado. Remember to walk silently and quickly to the designated area. The fire alarm sounds like a horn. A three-tone bell signals a tornado drill. Students assume a curled position and cover their heads during a tornado drill.</p>																																														

<b>GRADING SCALE</b>	100-90 = A 89-80 = B 79-70 = C 69-60 = D 59 or Below = F
<b>GUIDANCE DEPARTMENT</b>	Our Guidance Department serves all students at South View Middle School. Classroom guidance, individual counseling and consultative services are available for students and parents. Appointments should be made in advance for conferences. Students are NOT allowed to come to the guidance offices without teacher permission.
<b>HALL PASS</b>	Any student in the hallway during class time must have a hall pass from an adult. Do not leave class without a pass.
<b>HOURS OF OPERATION</b>	The official hours of operation at South View Middle School are 7:00 a.m. – 3:00 p.m. Supervision for students will only be provided during these hours. Athletics, athletic events or other school sponsored activities are the exception. School doors are locked promptly at 3:00 p.m. <b>ALL STUDENTS MUST LEAVE CAMPUS</b> unless participating in a school activity under adult supervision.
<b>ILLNESS/INJURY AT SCHOOL</b>	Any student who becomes sick at school or is injured must immediately notify school personnel. Parents will be notified as needed. In the case of an injury, an accident report will be completed. If a serious injury occurs, EMS will be contacted.
<b>INCLEMENT WEATHER</b>	Listen to local radio and television stations for information regarding school closings or delay. CCS also communicates via ParentLink.
<b>IN SCHOOL SUSPENSION</b>	Students may be assigned ISS (In-School Suspension) as a consequence for a discipline referral. This program provides students an alternative setting for instruction during the regular school day. Students may be assigned to ISS for one to ten days, depending on the circumstances of the individual case. (It has been found by experience that it is best to assign students for a minimum of five days. Changes in behavior need time to take place.) The ISS instructor will be responsible for two basic areas of education: <ol style="list-style-type: none"> <li>1. Aiding students with assignment sheets from their regular teachers and providing remedial instruction and materials when necessary,</li> <li>2. Introducing ISS units on personal values and behavior</li> </ol>
<b>IN SCHOOL SUSPENSION</b>	Advantages of the ISS Program are as follows: <ol style="list-style-type: none"> <li>1. The student will be allowed to remain in school.</li> <li>2. The student will be able to continue with regular classroom assignments.</li> <li>3. The student will be isolated from the rest of the student body for the entire day. (This stops the unsupervised students from being in the community during school hours.)</li> <li>4. The student will be involved in teaching sessions oriented to modify behavior, to develop skills in coping with everyday situations, to encourage positive attitudes toward self and school and to foster a more positive approach to learning academic skills.</li> </ol>
<b>LOCKERS/LOCKS</b>	Lockers are the property of Cumberland County Schools. Each student is assigned a locker only after a lock has been purchased. Only school approved locks are to be used on lockers unless otherwise approved by administration. Students should not give their locker combinations to any other students. Students may not share lockers. All lockers are subject to a locker search at any time. Students are to adhere to their assigned locker schedule. <b>SCHOOL LOCKS ARE \$5</b>
<b>LOITERING</b>	<b>Students are not permitted to loiter on school property before school, after school, or on non-school days. Students are not allowed to arrive to school before 7:00 a.m. and are not to be on campus after 2:45 pm unless involved in extra-curricular activities under the supervision of a teacher.</b>
<b>LOST AND FOUND</b>	Personal belongings found on school grounds should be turned in to the office. Lost and found items may be claimed in the designated area. The school cannot be responsible for any lost items. Items not claimed by the last day of each 9 weeks will be donated to a charitable organization.

<p style="text-align: center;"><b>MEDIA CENTER</b></p>	<p>The Media Center is open to students and staff beginning at 7:00 am.</p> <ul style="list-style-type: none"> <li>• Students are under the direct supervision of the school media specialist and must adhere to rules and regulations.</li> <li>• Students need to have a student ID badge to check out materials and are responsible for all materials checked out.</li> <li>• All misplaced or damaged media materials will be charged to the person who checked out said materials.</li> <li>• Students may look up print and electronic books at the following website: <a href="http://www.destiny.ccs.k12.nc.us">www.destiny.ccs.k12.nc.us</a></li> <li>• Open Circulation is every Monday, Wednesday, and Friday.</li> <li>• Students can have new and replacement ID badges made on Tuesdays and Thursdays. New ID badges are \$5 - Replacement badges are \$2.</li> </ul> <p><b>Fines/Collections</b></p> <ul style="list-style-type: none"> <li>·Overdue fines = 5 cents per school day.</li> <li>·No overdue fine charged on lost book (patron must pay replacement cost)</li> <li>·No overdue fine charge to exceed half the cost of the book</li> <li>·Patron must pay replacement cost if book is lost. If replacement cost cannot be determined, (example: book is out of print) a base price of \$10.00 will be charged.</li> <li>·Damage fee will not exceed half of the price of the book. If book is beyond repair, patron will pay replacement cost. <ul style="list-style-type: none"> <li>• Extra-Curricular Participation Privileges may be withheld if any fees are owed to the school.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>MEDICINES AT SCHOOL</b></p>	<p><b><u>Students are not permitted to bring any prescription or over the counter medication to school. ONLY PARENTS may bring in medicine to be administered on school grounds.</u></b></p> <p>Two types of medicine will be kept in school for students. They are (1) Prescription Medication and (2) UNOPENED, Over-The-Counter (OTC) medication accompanied by the necessary CCS paperwork.</p> <p>Any student who has prescription medicine that must be taken during the school hours must:</p> <ul style="list-style-type: none"> <li>• Have a "Physician's School Medication Form" for the current school year completed by the doctor and on file at school with the medication.</li> <li>• Have a PARENT/GUARDIAN bring in all medication and sign it in with the medication clerk.</li> </ul> <p>Any student who has OTC medicine that must be taken during the school hours must:</p> <ul style="list-style-type: none"> <li>• Have an"OTC Medication Release of Liability Form" and "OTC Medication Receipt Form" on file at school with the unopened, OTC medication.</li> <li>• Have a PARENT/GUARDIAN bring in all medication and sign it in with the medication clerk.</li> <li>• This type of medication and paperwork is only allowable for 5 days.</li> </ul> <p>This precaution, of course, does not preclude the administration of first aid by the school in the event of injury or accident. Students may not have possession of prescription or OTC drugs at any time.</p>
<p style="text-align: center;"><b>NON-EDUCATIONAL ITEMS, INCLUDING ELECTRONIC DEVICES/CELL PHONES:</b></p>	<p>South View Middle School and the Cumberland County School Board recognize that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Students are permitted to possess such devices on school property <b>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.</b> Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.</p> <p><b>Students are NOT permitted to take pictures or videos unless approved by the principal.</b></p> <p>Unauthorized use of devices such as MP3 players, pagers, electronic games, iPods, iPads, PSP's, tablets, cameras, cell phones, ear buds, head phones and other similar devices while on school property will result in confiscation of the device and potential administrative action. <b>South View Middle School assumes no responsibility for lost, stolen or damaged property.</b></p> <p>All students in violation of this policy will be charged accordingly. The following disciplinary actions will take place for cell phone/electronic device infractions:</p> <p>1<sup>st</sup> offense – Warning and student may pick up the item at the end of the day</p> <p>2<sup>nd</sup> offense – Parent (or another authorized adult) may pick up the item from the Front Office</p> <p>3<sup>rd</sup> offense – Parent (or another authorized adult) may pick up the item from the Front Office at the conclusion of the nine weeks or at a time determined by the school administration.</p> <p><u>Repeated infractions will result in further disciplinary action.</u></p> <p>Failure to comply with a request to turn over their <b>Phone or Head Phones or Ear Buds</b> will result in a <b>Charge of Insubordination</b></p>



<p><b>OFF LIMITS AREAS</b></p>	<p>Certain areas of the campus are off limits to students during the school day. Students are not to be in these areas for any reason unless they have written permission from a teacher:</p> <ul style="list-style-type: none"> <li>· Any Parking Lot</li> <li>· Teacher's Lounge</li> <li>· Gym (except when supervised by school personnel) and areas behind gym</li> <li>· Playing field behind the building</li> <li>· All surrounding off campus property</li> </ul>																														
<p><b>OUT OF SCHOOL SUSPENSION (SHORT-TERM)</b></p>	<p>A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A student who is placed on a short-term suspension shall not be permitted to be on school property or to take part in any school function during the period of suspension without the prior approval of the school principal or assistant principal.</p>																														
<p><b>OUTSTANDING BALANCES</b></p>	<p>Students with outstanding obligations (overdue books lost or damaged books, fundraising money owed, etc.) will be restricted from participating in extracurricular activities (i.e. Athletics, field trips, special programs, field day activities, dances, etc).</p>																														
<p><b>PARENT TEACHER CONFERENCES</b></p>	<p>Parent teacher conferences are a time for parents and teacher to meet and talk about their child's progress thus far. Conferences are by appointment only; contact your child's homeroom teacher to set up a conference. Parent teacher conference dates are:</p> <table border="1" data-bbox="630 688 1351 781"> <tr> <td style="text-align: center;"><b>FALL Dates:</b></td> <td style="text-align: center;"><b>SPRING Dates:</b></td> </tr> <tr> <td style="text-align: center;">November 6th-9th</td> <td style="text-align: center;">January 29th-February 2nd</td> </tr> <tr> <td colspan="2" style="text-align: center;">By appointment only</td> </tr> </table> <p>If at any time outside of the set dates, you would like to speak with your child's teachers, please contact the school and set up an appointment.</p>	<b>FALL Dates:</b>	<b>SPRING Dates:</b>	November 6th-9th	January 29th-February 2nd	By appointment only																									
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<p><b>PERSONAL ITEMS</b></p>	<p>Please do NOT bring any personal items to school i.e. CD player, yo-yo', beeper, laser pointer, cell phone, cards of any type (playing football, etc.) candy, food or drinks (unless in lunch bag/box only for lunch). Such items will be confiscated, tagged, and picked up in the office by a parent (or another authorized adult). Possession may result in a disciplinary hearing.</p>																														
<p><b>PHYSICAL EDUCATION</b></p>	<p>Physical Education is a required class. Students are required to dress out for participation. "Dressing out" means changing from your school uniform into appropriate clothing for physical activity and changing back into your school uniform lass. To be successful in physical education class it is imperative that you dress out and participate in each class.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Students who dress out must change into a PE uniform OR solid t-shirt and shorts/sweatpants in a school color and tennis shoes.</li> <li>• Students should observe proper hygiene habits (i.e. deodorant, etc.)</li> </ul>																														
<p><b>PROGRESS REPORTS/REPORT CARDS</b></p>	<p>Progress reports and report cards are provided to parents/guardians to show the academic progress of students during different points in the school year. Progress reports are sent out half way through the nine weeks to show. Report cards are sent out at the conclusion of each nine weeks. Progress reports and reports cards are sent home by the students, except for the last report card, which is mailed. See Progress report/Report card schedule below:</p> <table border="0" data-bbox="500 1457 1224 1877"> <tr> <td><b>First Day for Students</b></td> <td>Monday, August 28, 2017</td> </tr> <tr> <td><b>Progress Reports Go Home</b></td> <td>Wednesday, September 27, 2017</td> </tr> <tr> <td><b>End of 1st Nine Weeks-Grading Period</b></td> <td>Friday, October 27, 2017</td> </tr> <tr> <td><b>Report Cards Go Home</b></td> <td>Friday, November 03, 2017</td> </tr> <tr> <td><b>Progress Reports Go Home</b></td> <td>Tuesday, December 05, 2017</td> </tr> <tr> <td><b>End of 2nd Nine Weeks-Grading Period</b></td> <td>Friday, January 19, 2018</td> </tr> <tr> <td><b>Report Cards Go Home</b></td> <td>Friday, January 26, 2018</td> </tr> <tr> <td><b>Progress Reports Go Home</b></td> <td>Friday, February 23, 2018</td> </tr> <tr> <td><b>End of 3rd Nine Weeks-Grading Period</b></td> <td>Thursday, March 29, 2018</td> </tr> <tr> <td><b>Report Cards Go Home</b></td> <td>Friday, April 13, 2018</td> </tr> <tr> <td><b>Progress Reports Go Home</b></td> <td>Tuesday, May 08, 2018</td> </tr> <tr> <td><b>End of 4th Nine Weeks-Grading Period</b></td> <td></td> </tr> <tr> <td><b>Last Day for Students</b></td> <td></td> </tr> <tr> <td><b>Report Cards Go Home</b></td> <td>Friday, June 08, 2018</td> </tr> <tr> <td><b>Report Cards Mailed Home for Middle Schools</b></td> <td>Wednesday, June 13, 2018</td> </tr> </table>	<b>First Day for Students</b>	Monday, August 28, 2017	<b>Progress Reports Go Home</b>	Wednesday, September 27, 2017	<b>End of 1st Nine Weeks-Grading Period</b>	Friday, October 27, 2017	<b>Report Cards Go Home</b>	Friday, November 03, 2017	<b>Progress Reports Go Home</b>	Tuesday, December 05, 2017	<b>End of 2nd Nine Weeks-Grading Period</b>	Friday, January 19, 2018	<b>Report Cards Go Home</b>	Friday, January 26, 2018	<b>Progress Reports Go Home</b>	Friday, February 23, 2018	<b>End of 3rd Nine Weeks-Grading Period</b>	Thursday, March 29, 2018	<b>Report Cards Go Home</b>	Friday, April 13, 2018	<b>Progress Reports Go Home</b>	Tuesday, May 08, 2018	<b>End of 4th Nine Weeks-Grading Period</b>		<b>Last Day for Students</b>		<b>Report Cards Go Home</b>	Friday, June 08, 2018	<b>Report Cards Mailed Home for Middle Schools</b>	Wednesday, June 13, 2018
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<b>SCHOOL BUS</b>	<p>School bus transportation is a privilege and can be revoked at any time. Students riding the bus will observe the directions of the bus driver at all times. Violation of any of the school rules or school vehicle rules in the CCS Students Code of Conduct may result in temporary or permanent suspension from the school bus. Bus Discipline is determined by the school administration. The following consequences will be issued for bus infractions:</p>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 50%;"><u>OFFENCE</u></th> <th style="text-align: center; width: 50%;"><u>CONSEQUENCE</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1<sup>st</sup> offence</td> <td style="text-align: center;">Warning</td> </tr> <tr> <td style="text-align: center;">2<sup>nd</sup> offence</td> <td style="text-align: center;">3 day bus suspension</td> </tr> <tr> <td style="text-align: center;">3<sup>rd</sup> offence</td> <td style="text-align: center;">5 day bus suspension</td> </tr> <tr> <td style="text-align: center;">4<sup>th</sup> offence</td> <td style="text-align: center;">10 day bus suspension</td> </tr> <tr> <td style="text-align: center;">5<sup>th</sup> offence</td> <td style="text-align: center;">20 days bus suspension</td> </tr> <tr> <td style="text-align: center;">6<sup>th</sup> offence</td> <td style="text-align: center;">To be determined by Administration</td> </tr> </tbody> </table>	<u>OFFENCE</u>	<u>CONSEQUENCE</u>	1 <sup>st</sup> offence	Warning	2 <sup>nd</sup> offence	3 day bus suspension	3 <sup>rd</sup> offence	5 day bus suspension	4 <sup>th</sup> offence	10 day bus suspension	5 <sup>th</sup> offence	20 days bus suspension	6 <sup>th</sup> offence	To be determined by Administration
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<p style="text-align: center;">**Fighting on the bus will automatically result in both an Out of school suspension and a Bus suspension, regardless of the number of previous offences.</p>															
<p>South View Middle School offers official SVMS gear to students. These items are available throughout the school year. See front office to purchase. These items are not required.</p> <ul style="list-style-type: none"> <li>• Lanyards: \$2</li> <li>• PE bags (mesh) :\$5</li> <li>• PE Shirts: \$10</li> <li>• PE Shorts:\$10</li> </ul> <p>CASH ONLY. SOUTH VIEW MIDDLE DOES NOT ACCEPT CHECKS</p>															
<p>Cumberland County Schools offers a wide computer network with Internet access and e-mail services for students, teachers, and staff. The network and other school system technological resources provide opportunities to enhance instruction, target different learning styles and meet the educational goals of the district. The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks. Acceptable uses of technological resources are limited to activities that support learning and teaching, except when otherwise specifically authorized by the superintendent in the best interest of the school system. Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching approved standardized curriculum and in meeting the educational goals of the Board. The superintendent or designee shall ensure that school system devices with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop any regulations and submit any certifications necessary to meet such requirements. In addition, the superintendent or designee shall develop any other rules, procedures, forms or other guidelines needed to implement this policy.</p>															
<p>Personal calls and messages to students will be allowed <b>ONLY in the event of an emergency</b>. Students should make plans for appointments, alternate car rides/transportation concerns, etc., BEFORE leaving home for school. School phones are used for sickness and emergencies only.</p> <p><b>Students will not be removed from instructional time to take personal phone calls.</b> SVMS staff cannot take messages for change of transportation over the phone. South View Middle School does not have the personnel to deliver personal messages or gifts to students. ALL FLOWER AND BALLOON DELIVERIES WILL BE REFUSED.</p>															
<p>The best method to stop theft at school is to eliminate opportunities for theft to occur. Each student and employee has the responsibility of preventing theft. Listed below are some suggestions to help prevent theft:</p> <ul style="list-style-type: none"> <li>• Never leave anything in a locker that does not have a lock.</li> <li>• Band/Orchestra instruments should never be left unattended.</li> <li>• If rings are taken off to wash hands, be sure that they have not been left on the soap dispenser or sink.</li> <li>• Never bring large sums of money to school unless absolutely necessary.</li> <li>• Never put a purse on the bleachers during assembly programs.</li> <li>• Leave unnecessary personal items at home.</li> </ul> <p><b>South View Middle will not be responsible for items that are lost or stolen. This includes cell phones.</b></p>															

## UNIFORM DRESS CODE

<b>Shirts</b>	Shirts must be solid white, black, orange, navy, royal blue, or light blue polo style with a collar. <b><u>NO LOGOS</u></b>
<b>Slacks</b>	Slacks must be khaki (tan), navy, or black and must be worn on the hip. Slacks are defined as having a button and zipper.
<b>Shorts</b>	Shorts must be khaki (tan), navy, or black and must be worn on the hip. Shorts must be knee length or longer. Shorts are defined as having a button and zipper.
<b>Skirts</b>	Skirts, Jumpers, or Skorts must be khaki (tan), navy, or black and must be knee length or longer.
<b>Shoes</b>	Dress, casual or tennis shoes with closed toes and closed heels <b>must</b> be worn.
<b>Sweatshirts/ Hoodies</b>	Only solid white, black, orange, navy, royal blue, or light blue sweatshirts may be worn over a plain uniform polo with collar showing. Hoodies and sweatshirts must be solid uniform colors with <b><u>NO LOGOS</u></b> . SVMS sweatshirts and hoodies are allowed.
<b>Sweaters</b>	Only a plain white, black, orange, navy, royal blue, or light blue sweater - cardigan or vest- may be worn over a plain uniform polo with collar showing. No hoodies. <b><u>NO LOGOS</u></b>
<b>Head Gear</b>	No hats or head gear are allowed; which includes, but is not limited to, ear muffs, bandanas, head scarves, sunglasses, non-prescription glasses, and athletic headbands.
<b>ID Badge:</b>	A school ID must be purchased for \$5. It is mandatory for students to have on their person their ID at all times for general safety purposes.
<b>Book bags</b> <b>Gym bags</b>	Book bags must be stored in a locker during the day. Gym bags must be mesh or a grocery bag and used for the purpose of carrying gym attire only!

\*Hair will be neatly groomed

\*No neck scarves.

\*Winter coats/jackets may be worn to and from school only and then stored in locker.

\*No clothing will be turned inside out to meet uniform code.

\*Pants are not to sag, nor should they be skin-tight.

\*Clothing that reveals undergarments, chest, breasts, navel, buttocks, or any private body part is prohibited.

\*Clothing with lewd, vulgar, unsafe, violent, or sexual messages is prohibited.

**\*On Dress Down Days, students will ONLY be allowed to wear jeans and a school spirit shirt.**

**The administration has discretion in making judgments relating to the appropriateness of dress to include jewelry. The appearance of our student body reflects upon the climate of our school. Students are expected to adhere to standards of dress and grooming that are acceptable in a positive learning environment. Anything that can be seen as a disruption to the educational environment may be viewed by administration as inappropriate.**

***Uniforms will be checked daily in Homeroom***

<p style="text-align: center;"><b>UNIFORM VIOLATION CONSEQUENCES</b></p>	<p>Uniform Infraction Consequences:  <b>1<sup>st</sup> Offense</b> - Parent Contact- Get in uniform code and/or Go to ISS for the day  <b>2<sup>nd</sup> Offense</b> – Parent Contact - Get in uniform code and/ or Go to ISS for the day.  Social worker or counselor will contact parent.  <b>3<sup>rd</sup> Offense</b> – Parent Contact - Get in uniform code and/or Go to ISS for the day.  Administrator will contact parent. Possible Suspension</p>
<p style="text-align: center;"><b>VISITORS AT SCHOOL</b></p>	<p>Students are not allowed to bring visitors to school during the school day. Parents and other persons wishing to visit the school on official business should report directly to the front office and sign in. Anyone visiting a student must be listed on the student's contact card. Persons not listed are not permitted to have contact with the student. Visitors will be issued a badge that must be worn at all times.</p> <p><u>PARENT VISITATION GUIDELINES</u></p> <p>Parents are always welcome to observe classes at SVMS. In order to make your visit a productive one with minimal disruptions to the normal learning environment, we ask that you abide by the following guidelines:</p> <ul style="list-style-type: none"> <li>● All visits must be cleared with a school administrator prior to the classroom observation.</li> <li>● No visits will be allowed to any class that is testing.</li> <li>● At no time during the observation will a visitor be allowed to interact in the class. The purpose of the visit is for observation only. Any interaction with the teacher will need to take place during a parent-teacher conference.</li> <li>● Visitors may not engage students in conversation while in the classroom.</li> <li>● Visitors must sit where assigned by the teacher.</li> <li>● If your visit must be cut short, we ask that you exit the classroom with as little disruption as possible. Please remember not to engage the teacher or students in conversation as you leave.</li> <li>● All visits must be arranged 24 hours in advance.</li> <li>● Persons in violation of these guidelines are subject to removal from school property and/or issued a no trespassing order.</li> </ul>
<p style="text-align: center;"><b>WITHDRAWAL FROM SCHOOL</b></p>	<p>All withdrawals are obtained through the Registrar with the approval of the principal. Parents should contact the school for information regarding withdrawal procedures. Please allow a reasonable amount of time for the withdrawal paperwork to be processed, usually 48 hours. All SVMS issued materials must be returned before the withdraw process can be completed.</p>