

CUTHBERTSON MIDDLE SCHOOL
Student Handbook
2018-2019



Cuthbertson Middle School

1520 Cuthbertson Road
Waxhaw, NC 28173
Telephone: 704-296-0107
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[CMS Website](#)

Mr. Michael Murray- Principal

Mrs. Tracey Kerstetter – 6th Grade Assistant Principal
Mrs. Michelle Goode – 7th Grade Assistant Principal
Mr. Ernest Marcello – 8th Grade Assistant Principal

CMS Student Handbook 2018-2019
UCPS Mission Statement

Preparing All Students to Succeed!

UCPS Goals

- Ensure that all students are equipped to succeed in college, career and life.
- UCPS will prepare students for the 21st Century.
- UCPS is committed and dedicated to offering quality instruction to support mission “Preparing All Students to Succeed!”
- UCPS will meet and/or exceed state and federal standards through continuous improvements and student achievement.
- UCPS will meet the diverse needs of all students.
- UCPS will hire and retain highly qualified teachers, administrators and staff.
- UCPS learning environments will be safe, inviting, and respectful.
- UCPS will equitably allocate and align budgeted resources to meet identified needs for systems.
- UCPS systems will support the effective and efficient operations of the district and schools.

ACADEMICS

Conduct Grades:

O - Outstanding
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Academic Grades:

A - Excellent, 90-100
B - Above Average, 80-89
C - Average, 70-79
D - Below Average, 60-69
F - Failing, Below 60

Homework: Students will be responsible for completing homework each night. Parents are encouraged to review their child’s assignments with them and offer help when students are in need. Students will use their online calendar to write homework assignments in, so parents can stay involved.

Honor Code: Part of education is learning and practicing responsibility, respect, integrity and honor in behavior as well as academic study. Therefore, students, parents, teachers and administrators must commit to preserve these fundamental values in all academic endeavors. Violations of the honor code are as follows:

- **Cheating** includes, but is not limited to:
 1. Giving or accepting answers on a test or quiz, including spoken or unspoken signals.
 2. Taking or attempting to take a test or quiz for another student.
 3. Discussing the details of a test or quiz with another student before they have had the opportunity to take the test or quiz.
 4. Using unauthorized materials during a test or quiz, including notes or answers written on hands, paper or clothing as well as sneaking a look at another student’s paper.

5. Copying another student's homework, or giving your homework to someone else who intends to copy it.

- **Plagiarism** includes, but is not limited to:

1. Using another person's work, whether it is verbatim (word for word), with some words changed, or paraphrased, without giving the author credit through quotations, footnotes, endnotes or other citations.
2. Using another person's work, in part or whole, without appropriate citation.
3. Using another person's original ideas and submitting them as one's own work.
4. Cutting and pasting materials from the internet (text, pictures, graphics, etc.) without appropriate citation.

- **Forgery** includes, but is not limited to:

1. Signing a parent or guardian's name on a progress report or other school communication.
2. Signing a parent or guardian's name on a note addressed to the school or teacher.
3. Signing a teacher's name to a pass.

- **Other areas of concern:**

1. It is essential that all work submitted by a student be work expressly created by the student. If parents and tutors have questions about how to help without unwittingly violating the academic honor code, they should discuss appropriate strategies with the student's teacher. Caution should be exercised when parents and tutors are helping students with homework and projects.
2. Students should not condone others who are observed giving or receiving help on a test, quiz, project or homework.

- **Consequences:**

1. Cheating on homework – zero on the assignment
2. Cheating on tests, quizzes, projects and large assignments – zero on the assignment, an "N" in conduct on the report card and parent contact made.
3. Plagiarism - zero on the assignment, an "N" in conduct on the report card and parent contact made.
4. Forgery – an "N" in conduct on the report card, possible disciplinary action

Students may earn greater consequences if they are dishonest about the instance of cheating, plagiarism or forgery.

Honor Roll:

- Academic Grades and Conduct:
 1. All classes, including related arts and Health/PE, will count toward honor roll.
 2. To be on "A" honor roll, a student must have all "A's."
 3. To be on "A/B" honor roll, a students must have all "A's" and/or "B's."
 4. Student must have no conduct marks lower than Satisfactory for any class to be on either "A" or "A/B" honor roll.

Report Card Dates: October 18, November 6, January 31, March 14,, May 2, June 6

Progress Report Dates: September 20, November 2, December 21, February 13, March 22, May 15 *Dates may change.* updated 2018

AFTER SCHOOL ACTIVITIES

All school rules and consequences apply to after school activities which include, but are not limited to, sports events, dances, clubs, concerts, and talent show(s). Students must arrange for transportation prior to the event and be picked up in a timely manner. Students must be in attendance at school on the day of an after school activity in order to participate.

AGENDA

An agenda will not be given to each student to be used this year. Students will have access to an online calendar agenda on their laptop, or provide their own. Agendas are available for purchase (\$3) in the school store.

ANTI-HARASSMENT

Union County Public Schools (UCPS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. UCPS does not tolerate any form of harassment, including harassment based on disability, in any of its education or employment activities. Anyone who has been the victim of acts of harassment, or who has reliable information about others having been the victim of acts of harassment, is encouraged to report those acts to Dr. Wendy Gravely, District Administrator for Section 504 & Compliance, by email at wendy.gravely@ucps.k12.nc.us, or by telephone at 704-296-6389. UCPS considers harassment a serious offense, and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated UCPS policy prohibiting harassment are subject to the following discipline: Students may be suspended; employees may be dismissed; and parents and volunteers may be removed from campus. UCPS is committed to eliminating harassment from its schools, and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

ARRIVAL/DISMISSAL

Students are admitted to the building at 8:00. Please do not drop your child off prior to 8:00 as there is no adult supervision and students will have to wait outside. 6th graders will report to the cafeteria, 7th graders to the pit and 8th graders to the gym. All students are to stay in their designated areas until the bell rings for homeroom. No students are to be in the hallway or classrooms without a pass from a teacher.

Breakfast is served from 8:15 – 8:40.

Students who arrive after 8:45 must report to the office to sign in and get a pass.

Students who must leave before the end of the day must bring a note from home requesting early dismissal. The note should be taken to the office during homeroom and exchanged for a

dismissal slip. At the appointed time, the student should report to the office and be signed out by an authorized adult with a picture ID. **All students who are being checked out of school early must be done so by 3:00.**

Once a student arrives on campus, regardless of mode of transportation, he/she is subject to all school rules and regulations. For example, a student cannot arrive on campus, and then leave campus without going through the appropriate procedure.

Visitors are not allowed to come to school to visit, attend classes or ride buses with our students. All visitors must register with the Principal or designee in the office and wear a visitor's badge.

Students will be dismissed at 3:45. All students are expected to be off campus no later than 4:00. Teachers are off duty at 4:00. Any student staying for an after-school event must go directly to the event sponsor/location and stay there for the duration of the event. For events starting after 4:00, students must go home and return to school at the time of the event or stay with a designated coach/club leader.

ANNUAL PARENT NOTIFICATION

[See the UCPS Middle School Student Handbook](#)

ATTENDANCE (p.14)

[See the UCPS Middle School Student Handbook](#)

Recovery for excessive tardies and early dismissals will be on the second Wednesday of each month in the Lunchroom from 7:30am – 8:30am as needed. Notices will be mailed home prior to Recovery. Failure to be on time for recovery will result in a day of ISS.

All absences will be coded unlawful in the computer until a written note is received from the parent or guardian. Students have three (3) days upon re-entering school to turn in absentee notes from parent, guardian or doctor. Notes received after 3 days will not change absence.

If an absence/tardy/early dismissal is due to a medical appointment, please bring in a **doctor's note** upon the student's return to school.

In order for an absence to be excused for educational purposes, a request must be made to the principal prior to the absence. Upon the student's return they must make a presentation highlighting the educational value of their experience. Paperwork is available in the front office for this request.

BOOK BAGS

Book bags, backpacks, suitcases, oversized purses and totes are not allowed in classrooms. These items can be carried to and from school but must be stored in the student's locker during the day. Locker dimensions are 35" high, 10" deep and 11" wide and may not accommodate some larger bags.

CALENDAR

To view the calendar for the 2018-19 school, please visit:

[Traditional Calendar](#)

CAFETERIA

- Breakfast: \$1.15
- Lunch: \$2.40
- Breakfast cannot be charged under any circumstances.
- Lunch can only be charged up to 5 days or $\$2.40 \times 5 = \12.00 .
- If a student's charge account exceeds \$12.00, he/she will not be allowed to charge another meal and will be required to pay at the register until the balance is paid.
- Parents can go to [K12paymentcenter](#) to put money in their child's lunch account at anytime during the school year. The only information needed is the child's student ID number which can be retrieved from the homeroom teacher or front office. Parents can view what their children are buying each day and an email will be sent notifying of a low account balance.
- [Additional a la carte prices](#)
- Fast food, soft drinks and food for birthday celebrations cannot be brought to school.

CELL PHONES

Students are allowed to use the phone in the main office for emergency purposes. Students may not use classroom phones or cell phones during the day. Cell phones may be used before a student arrives on campus (8:00 am) and after final dismissal and students are out of the school building (3:50 pm). **Cell phones are to remain in lockers and turned off during the school day.** Please do not send messages to students during the school day.

Consequences for Cell Phone Use at School

1. Warning/Cell Phone turned into office/Student pickup end of day/sign pick-up warning slip
2. Lunch Detention/Parent Contact/Parent or Guardian Only Pick-up
3. ISS/Parent Contact/Parent or Guardian Only Pick-up

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office for lost items.*

CHECKS (p.16)
[2017-18 Middle School Student Handbook](#)

COMMUNICABLE DISEASES (p.18)
[2017-18 Middle School Student Handbook](#)

CONNECT-ED MESSAGES (p.21)
[2017-18 Middle School Student Handbook](#)

CONFERENCES

Parent/Team conferences can be set up through the grade level counselor.

- 6th Grade: Ms. Rhonda Williams
- 7th Grade: Mr. Kurt Miller
- 8th Grade: Mrs. Lisa Smith

DELIVERIES

Instructional time will not be disturbed for students to obtain forgotten items. Students may check the message board between classes to see if the item has been left for them in the office. The message will serve as a hall pass to the office. Students may not receive gift items or fast food while at school.

DISCIPLINE: CODE OF STUDENT CONDUCT (p.21)
[Click link for UCPS Middle School Student Handbook](#)

In addition to the UCPS Middle School Student Handbook, Cuthbertson Middle will adhere to the following policies:

Level of Offense:	Consequences:	Administered by:
Level A 1. Non-adherence to classroom behavior rules 2. Tardy to class 3. Talking, laughing or making noises at inappropriate times 5. Having non-instructional materials out in class 6. Unauthorized food or beverages 7. Unprepared for class	Team Discipline Procedures which include: Warning Parent Contact Lunch Detention Referral to Counselor	Teacher
Level B 1. Inappropriate behavior 2. Aggressive behavior towards another student (not fighting)	Warning/Parent Contact/Referral to Counselor/ Loss of Credit/Lunch	Teacher/Administrator

3. Disrespect/Defiance to Staff/Insubordination 4. Refusal to comply with Staff/Insubordination 5. Incitement/Encouragement of inappropriate behavior in others 6. Skipping Class/Not being in assigned location/repetitive tardy to class 7. Use of profanity not directed to a specific student/adult 8. Public Display of affection 9. Altering written document/ Giving false information/Cheating 10. Horseplay/Teasing/Running/Pushing/ Throwing objects 11. Repeated violations of laptop misuse and cell phone violations 12. Dress code violations 13. Multiple Lunch Detentions-Students who receive 3 lunch detentions will receive a day of ISS upon receiving their 4th Lunch Detention per semester.	Detention/ISS (1-3 days)	
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***Consequences for students' unsatisfactory cooperation with investigations can lead to further disciplinary action determined by administration. Students are expected to cooperate with administration and tell the truth during any investigation.**

***The CMS administration will have the final decision regarding consequences students receive. In certain situations, students may receive additional consequences to those listed above.**

DISCRIMINATION/HARASSMENT/BULLYING (p.43)

[See the UCPS Middle School Student Handbook](#)

DRESS CODE

Students who do not meet the dress code will spend the day in ISS or until parents can bring change of clothing.

Tops:

- Shirts must have a sleeve and cover the chest, midriff, shoulder and undergarments at all times.
- Top shirt must not be a tank top, sleeveless, camisole or spaghetti strap, tube top or strapless shirt. Tube tops or strapless shirts are not allowed even when covered by another garment. Tank tops, sleeveless shirts, camisoles or spaghetti strap shirts can be worn but must be covered with a shirt that covers the shoulder.
- Tops must not be deep plunging.
- Tops cannot be see through, have open backs or slits exposing bare back.

Bottoms:

- Bottoms must fit appropriately at the waist so that skin and undergarments are covered at all times.
- Tight fitting bottoms such as: leggings can only be worn with a top that is at least fingertip in length in front, back and sides.
- Jeggings can be worn without a top that fully covers the student's bottom as long as they have pockets, seams and zippers like a standard pair of jeans.
- Bottoms, such as shorts, skirts, and dresses must be no more than three inches above the knee. A 3x5 index card can be held horizontally starting at the top of the knee cap while standing to help ensure length.
- Bottoms must not have words across the seat of the pants.
- Jeans may not have holes above the knee. A hole is determined by the ability to see skin when either standing or sitting. Fabric must be behind a tear so that skin does not show.

Items Not Allowed:

- Logos or garments that promote alcohol, drugs, tobacco, weapons, gang affiliation, nudity or profanity.
- Clothing or accessories that is distracting to the educational environment.

ADDITIONAL GUIDELINES

Shoes:

- Shoes with strings must be tied, and buckles, straps or Velcro must be fastened at all times.
- Shoe heels and soles must not exceed 2" in height.
- Coats and Heavy Jackets:
- May be worn to and from school.
- May not be worn in the classroom. Must be kept in the locker during the school day.

Items Not Allowed:

- Pajamas/Bedroom shoes
- Hats/Bandanas/Head Scarves/"DooRags"/Sunglasses/ Hoods up in the school building.
- PE uniforms outside of gym class.
- Chains hanging from clothing.

- Unnatural hair color sprayed on hair.
- Unnatural markings on skin.
- Stickers or any other form of stick on device on the face.
- Bottoms with holes, tears, chains, laces, extra zippers, straps or buckles.

*Students who practice a religion that requires the wearing of yarmulkes or headscarves will not be prohibited from wearing these items.

The CMS administrative team may use discretion in determining whether or not dress is appropriate or distracting to the educational environment and may amend the dress code if circumstances deem it necessary. Students will wait in ISS until parents can bring change of clothing.

DANCES

Dances will occur throughout the year. The cost of admission is \$5.00. Drinks and snacks will be sold at the concession stand. Dances will be held in the cafeteria from 4:00 – 6:00. Students not picked up by 6:15 may not be allowed to attend the next after school event sponsored by the school. Students must be in attendance at school on the day of the dance in order to attend the dance.

END OF YEAR

All students are required to have all of the following items in order before receiving their final report card and leaving for the summer.

- Laptop and charger returned with no damages.
- Zero or positive balance in the cafeteria.
- No overdue books from Media Center.
- All books returned to classroom teachers.
- Any fines or fees paid to bookkeeper.
- Locker cleaned out and checked off by homeroom teacher.
- Lock returned to homeroom teacher.

FIELD TRIPS

Field trips will be determined by their grade level team. All students are required to have a signed permission slip in order to attend any school field trip. Students must remain on the best behavior during the entire trip. Both UCPS and CMS discipline policies apply to all field trips. Parents may not transport students to or from a field trip.

FOOD ALLERGIES (p.60)

[See the UCPS Middle School Student Handbook](#)

GANGS: PROHIBITION OF GANGS AND GANG ACTIVITY (p.61)

[See the UCPS Middle School Student Handbook](#)

GUIDANCE

Students will be assigned a counselor by the grade they are in. Students that need to speak with the counselor will be able to through different paths. Student referral, teacher referral, parent referral, and administrative referral are all viable ways to request service from the guidance department.

- 6th Grade: Ms. Rhonda Williams
- 7th Grade: Mr. Kurt Miller
- 8th Grade: Mrs. Lisa Smith

HEALTHY SCHOOLS AND HEALTHY YOUTH (p.62)

[See the UCPS Middle School Student Handbook](#)

ITEMS NOT ALLOWED AT SCHOOL

Gum, candy, soft drinks, toys, games, laser pointers, and electronic games are not allowed at school as well as anything that is not used for educational purposes.

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, larger sums of money and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office for lost items.*

LOCKERS AND LOCKS

Each student will be issued a locker and a lock. The school issued lock must be on the locker at all times. Lost locks can be replaced for \$5.00. Lockers belong to UCPS and as such there is no expectation of privacy. Lockers may not be decorated. Students may not share or swap lockers or assume possession of an unassigned locker. Dimensions are 35" high, 10" deep and 11" wide.

LOST AND FOUND

Please remember to put the student's name on all personal items such as coats, jackets, sweatshirts, book bags, lunch boxes, sports equipment, PE uniform, books, etc. Students who find lost items are asked to take them to the office where they will be stored. Unclaimed articles will be donated to charity throughout the year.

MEDICATION (p.69)

[See the UCPS Middle School Student Handbook](#)

Cuthbertson Middle School can only offer soap, water, Band Aids, and ice.

1. **Daily prescription and over the counter medicines** require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out, signed, dated and with doctor's orders and signature that give complete administration instructions. (Medication Consent forms are available in the school office.)
- b. Parent's signature on the same form, requesting medicine-administration.
- c. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions.

Any change in medicine, dosage, or administration time requires a new Medication Consent Form be appropriately filled out and signed and kept on file in the school office.

2. **As Needed prescription and over the counter medicines** (used to treat chronic conditions like asthma, headaches, etc.) require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out, signed, dated and with doctor's orders and signature that give complete administration instructions.
- b. Parent's signature on the same form, requesting medicine-administration.
- c. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions and dosages.
- d. If the student will need to carry and/or administer their own medicine, an *Authorization for Self-medication by UCPS Students Emergency Medications* form must be filled out and signed by a parent and doctor. Carrying of this medicine (Epi-pen and inhalers) is only allowed for specific emergency-conditions (asthma, diabetes, and life-threatening allergies).

3. **Short-term medicines** (10 days or less) require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out with parent signature.
- b. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions and dosages.
- c. None of these medicines can be self-carried.

THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR STUDENTS WHO SELF-MEDICATE.
STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE
DISCIPLINARY ACTION.

STUDENT LAPTOPS

Students will be issued laptops at the beginning of the school year once the user agreement has been signed and returned to school. Parents and Students must review the required 1-1 laptop information and adhere to the outlined rules/procedures. Students misusing their laptops will face consequences as described in the UCPS and CMS Handbook.

Consequences for general misuse: Students can receive any of the following consequences for any infraction with discretion of the administration.

1. Teacher warning.

2. Teacher issued Lunch Detention/Parent Contact
3. CMS Admin takes possession of laptop for 1 week, parent contact, further disciplinary action.
4. CMS Admin takes possession of laptop for 2 weeks, parent contact, further disciplinary action.
5. Student will lose laptop for the rest of semester/year, further disciplinary action.

***The CMS administration will have the final decision regarding consequences students receive. In certain situations, students may receive additional consequences to those listed above.**

PHYSICAL EDUCATION

Participation and dressing out in PE class is required, not optional. All students must wear a PE uniform and tennis shoes while in PE class. The uniform, shorts and a t-shirt, can be purchased through the PE department for \$15.00. Please remember to put the student's name on the PE uniform.

PROMOTION/RETENTION (p.72)

[See the UCPS Middle School Student Handbook](#)

Union County Public Schools Student Promotion and Accountability Standards

Union County Public Schools believes that required standards and accountability for student promotion are optimum in student success. In general, students in grades 6-8 must score at or above grade level on the End of Grade Reading and Math tests in order to be promoted to the next grade level. Locally, students must pass English/Language Arts and Mathematics. In addition to passing English/Language Arts and Mathematics, the student must also pass two (2) of these three subjects: Science, Social Studies, and Health/Physical Education.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. Summer school will not be provided for remediation at the conclusion of the academic year.

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in its entirety at www.ucps.k12.nc.us. If you have any questions regarding the progress of your child, you are encouraged to speak with his or her teacher(s), school counselor, or principal.

SCHOOL STORE

The School Store is located in the Cafeteria and is open on Monday, Wednesday and Friday mornings from 8:15-8:45. Sale items include pencils, pens, paper, water bottles and Spirit Wear.

SECLUSION AND RESTRAINT (93)

[See the UCPS Middle School Student Handbook](#)

SELLING ITEMS AT SCHOOL

Students are not allowed to sell any items on campus that are not authorized through the school as an organized, approved school activity.

SICK STUDENTS

There is no sick bed at Cuthbertson Middle School. Students who are too sick to remain at school will be encouraged to call their parents and go home. The school does not provide any medication, only soap, water, bandaids and ice. Phone calls must take place in the main office from the school phone. Students will only be allowed to wait in the office for 15 minutes. If parents cannot come to pick student up within 15 minutes, students will return to class until the parent arrives.

SPORTS

Basketball/Cheerleading: please visit the school website for requirements for tryouts, and requirements to remain on the team during the season. Basketball and Cheerleading during the winter season are the only two school sponsored sports in Union County at the Middle School level.

Booster Club: Cuthbertson Booster Club handles all other sports related to both Cuthbertson Middle and High School. For more information, please visit the [Cavaliers Athletic Booster Club page](#).

STUDENT RECORDS (p.99)

[See the UCPS Middle School Student Handbook](#)

SUPPLIES

Students are required to have school supplies throughout the school year. Team and/or teachers will provide students a list of needed supplies for each class at the beginning of the school year.

TEAM TIME

Students will participate daily in Team Time. Activities may include, but not be limited to, character education, study hall, intramurals, outside play, social events, locker/notebook/book bag clean-outs, and service learning. Students are not permitted to go outside if it is 32 degrees or less or 95 degrees or higher.

TESTING

Statewide End of Grade testing will take place beginning around May 26, 2018. Parents and students will receive more information on these tests as the year progresses.

TEXTBOOKS

Students will have a class set of books that remain at school for **some** of their core academic classes. Students are required to return any books sent home during the school year in the same condition given to them. Fines for damaged, lost, or stolen books will be charged and payments must be made prior to the end of school year. Most textbooks are available online. Teachers will share links through their Google/Canvas pages and provide log-in information if needed.

TOBACCO POLICY (p.105)

[See the UCPS Middle School Student Handbook](#)

TRANSPORTATION

Union County Schools Bus Rules:

UCPS Policies: *Middle School*

- Riding the school bus is a privilege.
- Remain seated, and keep hands to yourself at all times.
- Do not vandalize the bus by marking and tearing seats etc. (*UCPS Policy #17*)
- No Eating or Drinking on bus (except bottled water).
- No Fighting or Profanity while on the school bus. (*UCPS Policies #1,& #2*)
- No Smoking, use of any illegal drugs or alcohol while on the bus or at the bus stop. (*UCPS Policy #12*)
- No throwing objects on the bus, or from the bus. (Students/parents may be responsible for damage to vehicles damaged from objects thrown from bus)
- No live animals, oversized projects, plants etc. while on the bus.
- Respect the driver and other students while on the bus. (*UCPS Policy #1, #2,#6 #14,#15*)
- No possession of weapons. (*UCPS Policy #18,*)
- Do not delay the bus schedule. Always be at your assigned bus stop 10 minutes prior to the scheduled pick-up time.
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The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.

Consequences(dependent on level of of infraction) :

1st offense- Warning, parent contact, possible disciplinary action

2nd offense- 1-10 day bus suspension

3rd offense- 2-10 day bus suspension

4th offense- 3-10 day bus suspension

*Students can be removed from buses permanently for improper behavior.

Car riders- Students should be dropped off and picked up in the front of the building. There will be one lane only used for drop off and pick-up. When picking students up in the afternoons, please pull up to the front of the car rider line to ensure that students are picked up in a more timely and effective manner. Students are to step into car on the right side to avoid other cars. Once loaded, cars may pull into second lane to exit car rider line.

Students are not allowed to be picked up on side of school (staff lot), bus lot, visitor parking spaces, high school or any other locations that are not the car rider line. Parents cannot park and get out of car and pick up child. All pick-ups after 3:00 must be made through car rider line.

Changes in transportation- In the event of an emergency, transportation changes will be taken over the phone and announced at dismissal. **Students may not ride any bus to which they are not assigned.**

2018 – 2019 STUDENT HANDBOOK

The 2018 – 2019 Elementary/Middle/High School Handbook is available on the UCPS website by clicking the Parent Tab, Parent Resources and contains policies including, but not limited to:

- 4-3 Student Discipline and Code of Student Conduct Administrative Guidelines
- 5–8 Annual Parent Notification
- 1-18 Appeals
- 4-1 Attendance
- 4-12 Communicable Diseases
- 4-7 Discrimination/Harassment/Bullying, Administrative Guidelines for race and disability discrimination and 4-7b Sexual Harassment Complaint Procedure
- 4-19 Food Allergies
- 4-3c Gangs: Prohibition of Gangs and Gang Activities
- 5-20 Internet Use and 5-21 Internet Safety
- 4-6 Medication
- 5-12 Promotion and Accountability
- 4-14 Student Records

· There is also information about the ADA, Asbestos Awareness, Personal Checks, Connect-Ed Messages, Exceptional Children's Services and Section 504, Extra and Co-Curricular Activities, Housing Emergencies, "Healthy Schools and Healthy Youth", Integrated Pest Management and Title IX.

Student and Parent Acknowledgement and Pledge

The Code of Student Conduct has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the Code of Student Conduct with your child and (2) sign and return this sheet to your child's school. Should you have any questions when reviewing the Code of Student Conduct, please contact your child's school principal. You may access an electronic copy of the handbook on the UCPS website: www.ucps.k12.nc.us. You may also access a paper copy at your child's school. **NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE CODE OF STUDENT CONDUCT.**

I have reviewed the Code of Student Conduct, and I understand the rights and responsibilities contained therein.

Parent: _____

To help keep my school safe, I pledge to adhere to the guidelines established within the Code of Student Conduct.

Student: _____

_____ I cannot access the Handbook and am requesting
_____ access at school; or _____ a hard copy.

2018 – 2019 MANUAL DEL ESTUDIANTE

El Manual de la Escuela Primaria/Intermedia/Secundaria 2018-2019 está disponible en el sitio web de UCPS haciendo clic en la pestaña Parent (Padres), Parent Resources (Recursos para Padres) y contiene políticas que incluyen, pero no se limitan a:

- 4-3 Directrices Administrativas de Disciplina Estudiantil y Código de Conducta Estudiantil
- 5-8 Notificación Anual a los Padres
- 1-18 Apelaciones
- 4-1 Asistencia
- 4-12 Enfermedades Contagiosas
- 4-7 Discriminación/Acoso/Intimidación, Directrices Administrativas por Discriminación Racial y por Discapacidad y 4-7b Procedimiento de Queja por Acoso Sexual

- 4-19 Alergias a Alimentos
- 4-3c Pandillas: Prohibición de Pandillas y Actividades de Pandillas
- 5-20 Uso de Internet y 5-21 Seguridad en Internet
- 4-6 Medicación
- 5-12 Promoción y Responsabilidad
- 4-14 Registros del Estudiante

· También hay información acerca de ADA, Conocimiento del Asbesto, Cheques Personales, Mensajes en Connect-Ed, Servicios para Niños Excepcionales y Sección 504, Actividades Suplementarias y Co-curriculares, Emergencias de Alojamiento, “Escuelas Saludables y Jóvenes Sanos”, Manejo Integrado de Plagas y el Título IX
Reconocimiento y Compromiso de Padres y Estudiantes

El Código de Conducta Estudiantil ha sido desarrollado para ayudar a su hijo a recibir instrucción de calidad en un ambiente educativo ordenado. La escuela necesita su cooperación en este esfuerzo. Por lo tanto, por favor (1) revise y discuta el Código de Conducta Estudiantil con su hijo y (2) firme y devuelva esta hoja a la escuela de su hijo. Si tiene alguna pregunta al revisar el Código de Conducta Estudiantil, comuníquese con el director de la escuela de su hijo. Puede acceder a una copia electrónica del manual en el sitio web de UCPS: www.ucps.k12.nc.us. También puede solicitar una copia impresa en la escuela de su hijo. **NOTA: EL NO DEVOLVER ESTA DECLARACION Y COMPROMISO NO EXIMIRÁ AL ESTUDIANTE O AL PADRE/TUTOR DE SER RESPONSABLE DE CONOCER O CUMPLIR CON LAS REGLAS CONTENIDAS EN EL CÓDIGO DE CONDUCTA DEL ESTUDIANTE.**

He revisado el Código de Conducta Estudiantil y entiendo los derechos y responsabilidades que contiene.

Padre: _____

Para ayudar a mantener la seguridad de mi escuela, prometo adherirme a las pautas establecidas en el Código de Conducta Estudiantil.

Estudiante: _____

_____ No puedo acceder al Manual y estoy solicitando
_____ acceso en la escuela; o _____ copia impresa.FERPA-

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees that the academics records for students over 18 years old cannot be discussed with anyone except the student or authorized University personnel. However, certain information classified as “Directory Information” is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Students name, address (campus, home, email), telephone listings, photograph, date and place of birth, major field of study, class year, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (eg., undergraduate or graduate; full-time, part-time), degrees, honors, and awards received, and the most recent previous educational institution attended.

Religious Holy Days 2018-2019

These dates are some of the main Holy Days. Major school events should not be scheduled on religious holy days.

Religion/Denomination	Holiday	Dates
Islamic/Muslim	Eid al-Fitr	August 18, 2018
Jewish	Rosh Hashanah	September 10-11, 2018
Jewish	Yom Kippur	September 19, 2018
Islamic/Muslim	Eid-al-Adha	August 22 2018
Jewish	Sukkot	September 24-25 2018
Jewish	Shemini Atzeret	October 1, 2018
Jewish	Simhat Torah	October 2, 2018
Hindu, Jain, Sikh	Diwali	November 7, 2018
Baha'i	Birth of Baha'u'llah	November 9, 2018
Jewish	Hanukkah	Dec. 3-10,, 2018

Christian	Christmas	December 25, 2018
Buddist	Nirvana Day	February 15, 2019
Baha'i	Feast of Naw-Ruz	March 21, 2019
Jewish	Passover	April 20-27, 2019
Christian	Good Friday	April 19, 2019
Christian and Easter Orthodox	Easter	April 21, 2018
Orthodox Christian	Holy Friday	April 26, 2019
Jewish	Shavuot	June 9-10, 2019

*Jewish and Islamic holidays begin at sundown on the evening prior to the date listed.

Religious Observances

<i>Name of Holiday</i>	<i>Observance Description</i>
Ash Wednesday	In the Western Christian calendar, Ash Wednesday is the first Wednesday of Lent and occurs forty-six days before Easter. It falls on different dates from year to year, according to the date of Easter; it can occur as early as February 4 and as late as March 10.
Birth of Baha'u'llah Baha'i Holy Day	The anniversary of the birth of Baha'u'llah, prophet-founder of the Baha'i faith.
Christmas	Celebration of the birth of Christ. (Christian)
Diwali (Also called Deepavali)	A major Indian festival that is very significant in Hinduism. Known as the "Festival of Lights," it symbolizes the victory of good over evil, and lamps (called diyas or kandils) are lit as a sign of celebration and hope for humankind.

Feast of Naw-Ruz	Baha'i New Year's Day
Feast of Tabernacles	Biblical annual holiday and festival observed by a small group of Christians. Church members and their families attend daily Church services, social events and family activities for seven days.
Ramadan	The Islamic holy month in which Muslims fast from sunrise to sunset each day. The ninth month of the Islamic calendar; the month of fasting; the holiest period for the Islamic faith.
Good Friday	Observed by Christians the Friday before Easter. Commemorates Christ's crucifixion, death, and entombment.
Eid ul-Adha	The festival of the Sacrifice. Marks the end of the Hajj, the pilgrimage to Mecca, in which Muslims commemorate Abraham's willingness to sacrifice his son.
Eid ul-Fitr	The festival of the Breaking of the Fast. Muslims mark the end of Ramadan by attending congregational prayers and celebrating with friends and relatives.
Orthodox Christmas	Christmas Day for Eastern and Greek Orthodox Christians who follow the Gregorian calendar. (Orthodox Christian)
Pesach/Passover	Jewish festival marking the deliverance of the Jews from slavery in Egypt. This holiday is eight days in length. The first two and last days are holy days. For all eight days, there is a special restricted diet that includes unleavened bread or matzah.
Rosh Hashanah	Jewish new year and holy days. Days of renewed responsibility. This holiday is two days in length.
Shavuot	Jewish Festival that commemorates the giving of the law (Torah) to Moses on Mt. Sinai. This holiday is two days in length.
Shemini Atzeret	The closing day of the Jewish festival of Sukkot. A day of prayer. This holiday is one day in length.
Simchat Torah	Jewish holy day. Reading of the law (Torah) is completed and begun anew in the synagogue. This holiday is one day in length.
Sukkot	Feast of Tabernacles. Jewish festival of thanksgiving, and the remembrance of the wandering in the wilderness after their exodus from Egypt. This holiday is eight days in length. The first two days are holy days. The last two days are also holy and are called Shemini Atzeret and Simchat Torah (explained above).
Yom Kippur	Day of Atonement; most solemn of Jewish holy days. Observed with 25 hours of fasting, prayer and repentance. The holy day is one day in length.

