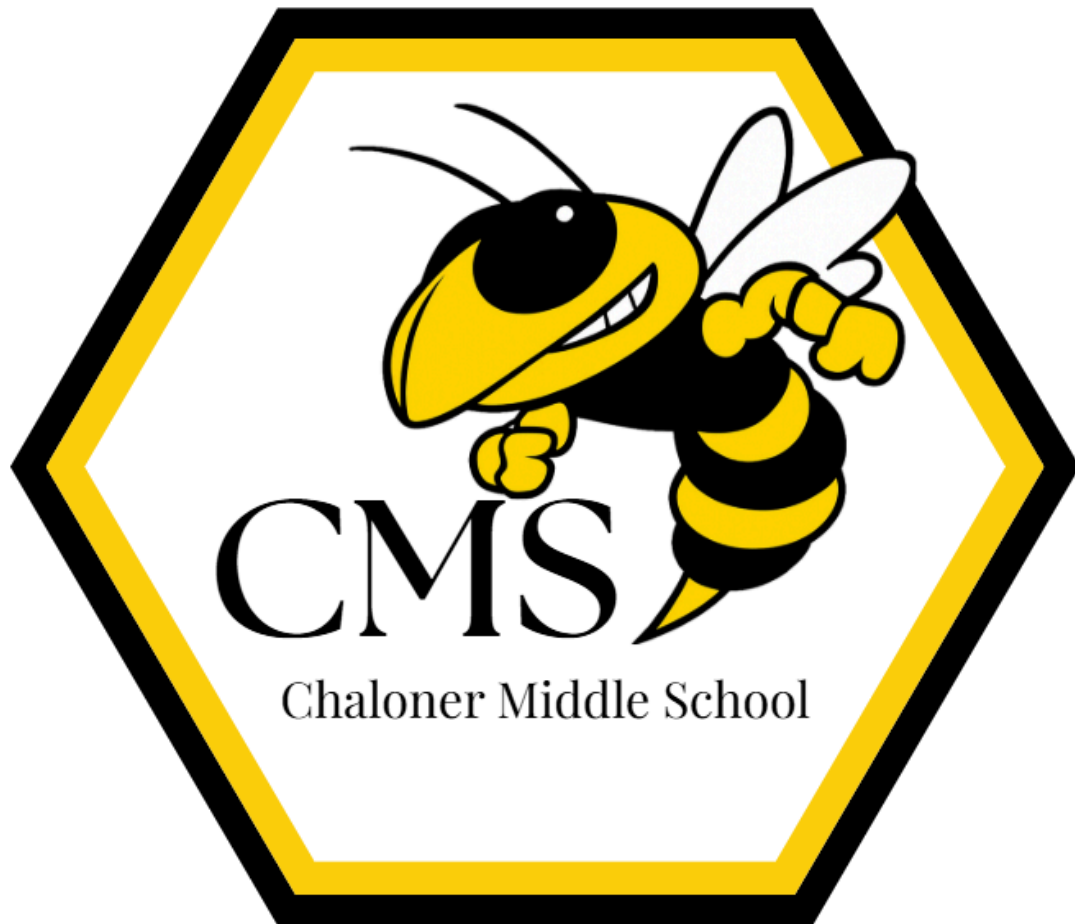


Chaloner Middle School

Jackets



**Student Handbook
2026-2027**

**2100 Virginia Avenue
Roanoke Rapids, NC 27870
(252) 519-7600**

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Welcome Message

Chaloner Middle School

2100 Virginia Avenue
Roanoke Rapids, NC 27870
252-519-7600



Tina L. Hantz, Principal
Jimmie Harris, Assistant Principal

Dear Chaloner Middle School Families,

Welcome to the 2026–2027 school year! It is with great excitement that I welcome both our returning students and the newest members of our Chaloner Middle School family. Whether your child is beginning sixth grade or returning for another year, we are thrilled to have them with us.

At Chaloner Middle School, we are committed to providing a safe, supportive, and engaging learning environment where every student is challenged to reach their full potential. This school year will be filled with exciting learning opportunities, meaningful experiences, and a strong focus on academic growth, personal responsibility, and student success. Our dedicated faculty and staff are eager to help every student build confidence, develop leadership skills, and prepare for a bright future.

We believe that strong partnerships between home and school are essential to student achievement. By working together, we can ensure that every child feels welcomed, valued, and empowered to succeed both academically and socially. Communication is important to us, and I encourage you to stay connected with our school throughout the year. Please know that my door is always open, and I welcome your questions, ideas, and feedback.

This handbook has been created to provide important information about our school, including policies, procedures, expectations, and available resources. I encourage you to review it with your child and keep it as a reference throughout the school year.

It is truly an honor to serve as principal of Chaloner Middle School. I look forward to celebrating the many accomplishments and successes that await our students this year.

Welcome to Chaloner Middle School—where **Together We Succeed!** Let's make the 2026–2027 school year our best one yet!

Sincerely,

Mrs. Tina L. Hantz

Mission and Vision Statements

It is our mission to help EVERY child feel welcomed, connected, and a part of our Chaloner Middle School family.

*Our mission is a reflection of that of the **RRGSD mission**: “We build opportunities. We foster community.”*

*This is accomplished through the **RRGSD vision**: “Together, we succeed by building opportunities and fostering community for every student to reach their full potential.”*

Chaloner Mission Statement: *Our mission is to work together to ensure that each student will acquire skills and knowledge to achieve success. Students will be empowered with confidence and the desire to continue a journey of lifelong learning.*

Chaloner Vision Statement: *We are committed to fostering an environment that implements successful methods of instruction to provide a quality educational program for every student.*

We Value:

- **Respect** – *We treat ourselves, others, and our environment with kindness and consideration.*
- **Responsibility** – *We own our actions, take pride in our work, and follow through on commitments.*
- **Integrity** – *We do the right thing, even when no one is watching.*
- **Perseverance** – *We stay focused and never give up, even when learning is challenging.*
- **Empathy** – *We listen to others, value different perspectives, and show compassion.*
- **Collaboration** – *We work together and support one another as part of a learning community.*
- **Excellence** – *We strive to do our best in all we do, both academically and personally.*
- **Growth** – *We believe in our ability to learn, grow, and improve every day.*

Non-Discrimination Policy:

[Policy Code: 1710/7230 Discrimination and Harassment Prohibited by Federal Law](#)

The Roanoke Rapids Graded School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs, activities, or employment practices. The district is committed to providing a safe, respectful, and inclusive learning environment for all students and ensuring equal access to educational opportunities.

The district has designated a Section 504 and Title IX Coordinator to ensure compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972. The 504 and Title IX Coordinators may be contacted at: 536 Hamilton Street, Roanoke Rapids, NC 27870

Chaloner Middle School Contact Information:

Chaloner Middle School
2100 Virginia Ave.
Roanoke Rapids, NC 27870
252-519-7600

Website: [Chaloner Middle School](#)

Chaloner Middle School Office Staff

Tina L. Hantz, Principal

Jimmie Harris, Assistant Principal

Schna Jeffers, Guidance Counselor

Tara Medlin, School Nurse

Anna MacNichol, Student Success Advocate (SSA)

Sonya Hollowell, Administrative Assistant

Teresa Dunlow, Administrative Assistant

School Schedule

School Hours: 7:15 AM - 2:35 PM. Students are allowed on campus starting at 7:15 AM.

The Office operates on regular school days from 7:00 am to 3:30 pm.

2026-2027 Chaloner Middle School Block Schedule										
6	7:15-7:30 Homeroom/ SSR	7:30-8:00 Jacket Jump Start	8:05-9:30 1st Block	9:30-10:15 2nd Block	10:15-11:35 Exploratories	11:40-12:20 Lunch/Recess	12:25-1:05 2nd Block	1:05-2:35 3rd Block		85 min +/- core blocks
7	7:15-7:30 Homeroom/ SSR	7:30-8:00 Jacket Jump Start	8:05-9:25 Exploratory	9:30-11:00 1st Block	11:00-12:25 2nd Block	12:25-1:05 Lunch/Recess	1:10-2:35 3rd Block			85 min +/- core blocks
8	7:15-7:30 Homeroom/ SSR	7:30-8:00 Jacket Jump Start	8:05-9:05 1st Block	9:05-10:05 2nd Block	10:10-10:50 3rd Block	10:50-11:35 Lunch/Recess	11:40-12:05 3rd Block	12:05-1:05 4th Block	1:10-2:35 Exploratories	60 min +/- core blocks
Exp	7:10-7:25 Duty	7:30-8:00 Jacket Jump Start	8:05-9:25 7th Grade	9:30-10:15 Planning	10:15-11:35 6th Grade	11:40-1:05 Lunch/ Planning	1:10-2:35 8th Grade			

School Hours for Special Days

Early Release Days: Students will arrive at regular time and be released at 11:00 AM.

2026 - 2027 Chaloner Middle School Block Early Release Schedule							
6	7:15-7:30 Homeroom/ SSR	7:30-8:10 1st Block	8:10-8:50 2nd Block	8:50-9:30 Exploratories	9:35-10:00 Lunch/Recess	10:05-11:00 3rd Block	
7	7:15-7:30 Homeroom/ SSR	7:35-8:20 Exploratory	8:25-9:05 1st Block	9:10-9:50 2nd Block	9:55-10:05 3rd Block (a)	10:05-10:30 Lunch/Recess	10:30-11:00 3rd Block (b)
8	7:15-7:30 Homeroom/ SSR	7:35- 8:05 1st Block	8:05-8:35 2nd Block	8:40-9:10 3rd Block	9:10-9:40 4th Block	9:45-10:30 Exploratories	10:35-11:00 Lunch/Recess
Exp	7:10-7:25 Duty	7:35-8:20 7th Grade	8:20-8:45 Planning	8:50-9:30 6th Grade	9:45-10:30 8th Grade	10:30-11:00 Lunch/ Planning	

Two-Hour Delays: School will begin at 9:15 AM. Students should not arrive before 9:00 AM.

2026-2027 Chaloner Middle School Block Two Hour Delay Schedule								
6	9:15-9:30 Homeroom/ SSR	9:30-10:35 1st Block	10:35 - 11:15 2nd Block A	11:15-11:45 Lunch/Recess	11:50-12:55 Exploratories	1:00 -1:30 2nd Block B	1:30 -2:35 3rd Block	
7	9:15-9:30 Homeroom/ SSR	9:35-10:40 Exploratory	10:35-11:55 1st Block	11:55-12:25 Lunch/Recess	12:25-1:30 2nd Block	1:30-2:35 3rd Block		
8	9:15-9:30 Homeroom/ SSR	9:30-10:20 1st Block	10:20 - 10:30 2nd Block A	10:35-11:05 Lunch/Recess	11:10 - 11:50 2nd Block B	11:50 - 12:40 3rd Block	12:40 - 1:30 4th Block	1:30-2:35 Exploratories
Exp	7:10-7:25 Duty	9:35-10:40 7th Grade	10:40-11:50 Lunch/ Planning	11:50-12:55 6th Grade	12:55-1:20 Planning	1:30-2:35 8th Grade		

District Calendar

2026-2027 RRGSD ACADEMIC CALENDAR

COLOR KEY: **Yellow** = School Closed for students, **Blue** = Student Early Release Day, **Green** = First Student Day

August 13 - Mandatory Teacher Workday (Convocation)
August 14 - Optional Teacher Workday
August 17 - Mandatory Teacher Workday (Professional Development)
August 18-21 - Optional Teacher Workdays
August 24 - First Day for Students

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	M	14	15
16	M	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	M	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 12 - Mandatory Teacher Workday - Parent/Teacher Communication
February 15 - Optional Teacher Workday

September 7 - Labor Day Holiday

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 24 - End of Grading Period
March 25 - Optional Teacher Workday
March 26 - Good Friday Holiday
March 29-31 - Spring Break/Annual Leave

October 23 - End of Grading Period
October 26 - Optional Teacher Workday
October 27 - Mandatory Teacher Workday (Professional Development)

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	M	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 1-2 - Spring Break/Annual Leave

November 11 - Veterans Day Holiday
November 23-25 - Optional Teacher Workdays
November 26 & 27 - Thanksgiving Holiday Break

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 21 - 27 - EOG Testing
May 28 - EOG/EOC Testing
May 31 - Memorial Day Holiday

December 18 - Early Release
December 21 - Optional Teacher Workday
December 22 - Winter Break/Annual Leave
December 23-25 - Christmas Holiday Break
December 28 - 31 - Winter Break/Annual Leave

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	M	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 1-4 - EOG/EOC Testing
June 4 - End of Grading Period/Early Release/Last Day for Students/RRHS Graduation
June 7 - Mandatory Teacher Workday
June 8-9 - Optional Teacher Workdays

January 1 - New Year Holiday
January 4 - Optional Teacher Workday
January 11-15 - EOC Testing
January 15 - End of Grading Period
January 18 - MLK Holiday
January 19 - Optional Teacher Workday
January 20 - Mandatory Teacher Workday (Professional Development)

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	M	21	22	23
24	25	26	27	28	29	30
31						

Possible Make-Up

Days:

Oct 26
 Nov 23-24
 Feb 15
 Mar 25

APPROVED: 11/18/25

REVISED: 04/21/26

NOTES: Semester 1 = 85 days; Semester 2 = 87 days



Chaloner Middle School Important Dates

End of Grading Periods:

1st grading period- October 23
2nd grading period- January 15
3rd grading period- March 24
4th grading period- June 4

Holidays:

September 7- Labor Day Holiday
November 11- Veterans Day Holiday
December 21-31- Christmas Holiday Break
January 1- New Year Holiday
January 18- Martin Luther King Holiday
April 2- Good Friday Holiday
April 5-9- Spring Break
May 31- Memorial Day

EOG Testing:

Last 10 days of school
Starts on May 21

Early Release Days:

December 18
June 4

Please check our Webpage and Facebook page for important updates and events!

General Information:

Chaloner Middle School Mascot: Yellow Jacket

Chaloner Middle School Colors: Black and Yellow





School Operations and Logistics

This section outlines key procedures and routines that support the smooth daily operation of our school. These systems—including arrival and dismissal, hallway transitions, cafeteria procedures, and safety protocols—are designed to promote efficiency, consistency, and student well-being throughout the school

Visitors to the School: In order to protect the interests of students and teachers, visitors not on official business will not be admitted to the building. All unauthorized persons in the building will be treated as trespassers. Students are not allowed to visit other schools in the system during regular school days. There should be no student visitors, friends, or siblings on campus during school hours. Visitors are asked to park in one of the two parking lots located at the ends of the campus or on the street. **Please refrain from parking in the front of the school; this is to keep the fire lane clear.**

[School Board Policy 5202: Visitors to the School](#): To help ensure a safe and orderly learning environment, the following guidelines apply to all school visitors:

1. **Check-In Required:** All visitors must report immediately to the school's main office upon arrival during the school day. Visitors must request and receive permission to be on campus. Exceptions include those attending open houses, athletic events, or other public events open to large groups. Signs will be posted at each school as a reminder of this requirement.
2. **Scheduling Visits:** Visitors are encouraged to schedule appointments with teachers or staff in advance to avoid disrupting instruction. The principal reserves the right to reschedule or deny visits that may interfere with the school day.
3. **Compliance with Policies:** All visitors must follow school rules and district policies, including:
 - Policy 5025 – Prohibition of Drugs and Alcohol
 - Policy 5026/7250 – Smoking and Tobacco Products
 - Policy 5027/7275 – Weapons and Explosives Prohibited
4. **Speaking to Students:** Visitors are not allowed to address a class or speak at a school event without prior approval from the principal.
5. **Registered Sex Offenders:** Any individual subject to Policy 5022, Registered Sex Offenders, must comply with all applicable restrictions outlined in that policy.

Check-Out Procedures: Students will only be released to a parent/guardian or person designated as an emergency contact in Infinite Campus. Please update your contact list yearly with your child/ren's homeroom teacher. Once a student has arrived for school, he/she may leave under the following circumstances: illness, medical appointments, or unexpected

situations. Students checking out before 11:00 AM and not returning to school that day will be counted as absent. **For safety reasons, please refrain from checking students out after 2:20.** The area in front of the office is designated as a fire lane and for bus loading and unloading only.

An accumulation of five (5) unexcused tardies and/or five (5) unexcused early departures shall be equal to one unexcused absence for the purpose of enforcing the compulsory attendance law and addressing a student's excessive absences.

Dismissal Procedures: School dismisses at 2:35 PM. All students should leave campus by 2:45 PM. This does not apply to students participating in before/after school programs or activities.

Car Riders: Parents transporting children by car are asked to drop students off and pick them up at the gym parking lot. Students should arrange for after-school transportation before leaving home each morning.

Student Hours and Supervision The school does not assume responsibility for students on the school grounds before 7:15 AM and after 2:45 PM.

Walkers/Bike Riders: For their safety, all walkers and bike riders will be dismissed only after all school buses have departed. These students will exit the building through the gym and must follow the designated sidewalk and paved path to leave campus. Upon reaching the street, they are required to wait for the crosswalk guard to signal that it is safe to cross. Bike riders must walk their bikes while on school property and should be secured in the designated bike rack, and the school is not responsible for lost or stolen items. Walkers and bikers are expected to leave campus promptly and follow all safety rules and adult instructions.

Bus Information: School bus transportation is provided for students living 1.5 miles or more from Chaloner Middle School. All eligible students may ride buses but are not required to do so. Bus assignments are made by the RRGSD Transportation Department (519-7300). Each student must obtain a bus card to show that he/she is eligible to ride the school bus. Students must only ride the bus they are assigned.

Traffic Procedures: To ensure the safety of all students during dismissal, parents picking up students by car should enter campus through the gym entrance and follow the traffic cones to maintain an orderly flow. As vehicles approach the gym area, drivers must follow the directions of school staff who will guide them on where to park and wait for their child to safely enter the vehicle. Once students are secured, cars will continue through the designated traffic loop and exit at the same entrance point. For safety and efficiency, vehicles may only turn right onto Virginia Avenue upon exiting and must follow the directions of the crossing guard to protect walkers and bike riders. Adherence to these procedures helps ensure a safe and smooth dismissal process for everyone on campus.

Forgotten Items Policy (Lost and Found)

All lost and found items are located in the cafeteria. Any found belongings should be turned in to the front office. If you are missing an item, please check the cafeteria or contact the office for assistance.

Weather/Emergency Procedures: In the event of weather-related closings, delays, or emergencies, parents will be notified through:

- District all-call system
- Text alerts
- Rooms app
- RRGSD website and social media

Additionally, lockdown and emergency drills are conducted regularly in compliance with state requirements.



Contact and Communication

We are committed to maintaining open and effective communication with families. Our goal is to ensure that parents and guardians can easily connect with school personnel and stay informed about student progress, school events, and important updates. Families are encouraged to regularly check school messaging platforms, emails, and the school website for timely information.

Contact Information: It is essential that the school has accurate and up-to-date contact information for every student. Parents and guardians should notify the school immediately if there are any changes to phone numbers, addresses, or emergency contacts. Keeping this information current ensures that families can be reached quickly in case of emergencies and receive important school communications.

Lines of Communication

The first line of communication that can usually answer questions about your child is the student's team of teachers. Contact teachers as needed to help find solutions to day-to-day learning situations. All teachers have voicemail, which can be accessed by phoning the office. Teachers also have email addresses. All CMS employees' email addresses follow this: lastnamefirstinitial.cm@rrgsd.org.

Staff Directory

6th grade:

Purple Team: Bethanne Allen, Sydney Long

Orange Team: Melissa Smith, Nicole Proctor

Green Team: Emily Keen, Laura Duncan

7th grade:

Dolphins: Taylor Morris, Terri Jones, Lisa Salmon

Sea Turtles: Michele Lithgow, Emerson Poole, Kalyn Shearin

8th Grade:

Eagles: Robin Proctor, Mary Campbell, Kim Collier, Steve Pittman

Cardinals: Leasa Roach, Jamie Elliott, Sarah King, Jamie Rook

EC Staff:

6th grade: Robin Hickerson

7th grade: Grace Hite

8th grade: Brandi Short

EC Self Contained: Robin Edwards

Joyce Long

Support Staff:

ESL: Heather Wynne

ISS: Tammy Wilkins

Instructional Coach: Marcianne Hargrave

Math Interventionist: James Lynch

CORE Program Teacher: Amy Major

CORE Program Teacher: Ashley Harris

Exploratory:

Ridge Simmons: PE

Sonya Johnson: PE Asst.

Ashley Baucom: Band

Kay Allen: AIG

Chris Skinner: Media

Caroline Taylor: CTE

Justin Sandeford: CTE

Katie Morgan: CTE

Shelley Rideout: Art

Parent Portal with Infinite Campus Instructions

The Infinite Campus Parent Portal provides parents and guardians with secure, real-time access to their child's grades, attendance, assignments, schedules, and more.

How to Create a Parent Portal Account (Infinite Campus)

To create your Parent Portal account, follow these simple steps:

Step 1: Contact the School

Before you can create an account, you will need an activation key. Please contact the Chaloner Middle School front office at (252) 519-7600 or email our data manager. You must verify your identity to receive your activation key.

Step 2: Visit the Portal

Go to the Infinite Campus Parent Portal login page:

<https://rrgsd.infinitecampus.org/campus/portal/parents/roanoke.jsp>

Step 3: Activate Your Account

- Click on "New User?" (if this is your first time).
- Enter the activation key you received from the school.
- Create your username and password.
- Log in and confirm your contact information.



Step 4: Download the Mobile App (Optional)

You can download the free Infinite Campus Parent app from the App Store (iOS) or Google Play (Android).

- When prompted for the District Name, enter: *Roanoke Rapids GSD*
- When prompted for the State, choose: *North Carolina*

Need Help? If you need help accessing your account, forgot your password, or didn't receive your activation key, please call the Chaloner office or email the data manager. For security, no login credentials can be given over the phone without verification.

School Office Message Procedure: To minimize classroom interruptions and ensure important messages are delivered efficiently, all parent or guardian messages for students must go through the school office. In the event of an emergency or change in transportation, please contact the front office as early in the day as possible.

While we will make every effort to relay urgent messages to students, non-emergency messages may not be delivered during instructional time. To help us ensure your child receives critical information, we kindly ask that all afternoon transportation changes be communicated before 2:00 PM. Last-minute phone calls may not allow enough time for delivery. Thank you for helping us keep the learning environment focused and safe.



Enrollment and Attendance

This section outlines important information related to student enrollment, attendance, and contact updates. It is essential that all students enrolled in Roanoke Rapids Graded School District (RRGSD) are domiciled within the district boundaries, as required by district policy. Families will find guidance on the enrollment and withdrawal process, updating contact details, and submitting necessary custody documentation. This section also provides an overview of attendance policies, including reasons for excused absences, tardy and early dismissal procedures, compulsory attendance laws, and recognition for perfect attendance. These guidelines support consistent school engagement and help ensure accurate communication between families and schools.

Enrollment/Attendance: Students are eligible to attend Roanoke Rapids Graded School District (RRGSD) without paying tuition if they meet all of the following criteria:

- They are under the age of 21 (or under 22 if eligible for special education services),
- They have not completed high school graduation requirements, and
- They are domiciled within the geographic boundaries of the school district.

Under North Carolina law, a person's domicile is their permanent, established home—distinct from a temporary residence. For students under the age of 18, domicile is presumed to be that of their parent, legal guardian, or legal custodian. For more details about enrollment eligibility and exceptions, please refer to [Board Policy 4120](#), available on the district website.

Attendance is important to help ensure the educational success of your child/ren. Please make every effort to get your child to school on time and keep them in school.

Attendance procedure for unexcused absences

Day 3 (Student reaches 3 unexcused absences; These 3 absences do not have to be consecutive)

1. The teacher calls the student's parent or guardian.
2. A 3 day unexcused attendance letter from Central Office will be mailed to the address in Infinite Campus.

Day 6 (Student reaches 6 unexcused absences; These 6 absences do not have to be consecutive).

1. Teacher notifies the Community Outreach Liaison (COL) of student absences.
2. COL will contact the parent or guardian and hold an attendance meeting with the parent and administration by telephone or face-to-face. The COL will mail or send home in the student's folder a follow up letter to the parent or guardian summarizing information provided in the meeting with the attendance policy, *Policy Code 4400: Attendance*.
3. A 6 day unexcused attendance letter from Central Office will be mailed to the address in Infinite Campus.

Day 10 (Student reaches 10 unexcused absences; These 10 absences do not have to be consecutive).

1. Truancy court paperwork work may be completed when a student reaches 10 unexcused days. The COL may choose to contact the parent or guardian by telephone or letter notifying them of the 10th unexcused absence and of the truancy filing with the court.
2. A 10 day unexcused attendance letter from Central Office will be mailed to the address in Infinite Campus.
3. The truancy court process may be repeated at the occurrence of each additional 10 unexcused absences. Please note, students over the age of 16 are not covered by truancy laws. Therefore, any student over the age of 16 may be withdrawn if they miss 10 consecutive days.

Attendance procedure for unexcused tardies and early checkouts

An accumulation of five (5) unexcused tardies and/or five (5) unexcused early departures shall be equal to one unexcused absence for the purpose of enforcing the compulsory attendance law and addressing a student's excessive absences.

Handwritten notes and communication

If your child will be absent, coming in late, or leaving early from school, please notify each of your child's teachers on that day if possible via a handwritten note or our two way messaging service (e.g., Rooms). RRHS students: If checking out early, please turn in the handwritten note prior to 10am or a parent is required to sign the student out in the school office.

Please send medical documentation or a handwritten note of the absence or early check-out within 1 week (5 business days) of your child's return to school. Medical documentation from healthcare providers will only be accepted in paper form. RRGSD will not accept medical notes electronically through our two way messaging service.

Attendance procedure for Excused absences

1. personal illness or injury that makes the student physically unable to attend school
2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure; 4400 4400 1 of 4
3. death in the immediate family, including but not limited to, grandparents, parents, brothers, and sisters

4. medical or dental appointment with the prior approval of the appropriate school official, except in emergencies
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian with written approval from the principal.
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.

Compulsory Attendance Law: Attendance is mandatory for all students. In accordance with North Carolina law ([G.S.115C-378](#)), all children between the ages of 7 and 16 (or younger if enrolled) are required to attend school. Parents and legal guardians are legally responsible for ensuring that their child attends school each day and remains for the entire school day.

Guidelines for Make-Up Work

Make-up work will be available when a student is absent. Students will have 3 days to complete make-up work upon their return to school with no penalty.

Students are expected to complete all academic work for each class daily. Late work policies and procedures are at the discretion of each team/teacher.

Registration/Transfers and Withdrawals

Students who intend to transfer to another school or withdraw from school should notify their homeroom teacher as soon as possible. All necessary requirements for transfer or withdrawal must be completed prior to the student leaving school. Chromebooks, chargers, and library books need to be returned.

Custody Documentation

It is REQUIRED that the school be given a copy of guardianship or custody documents in cases where a student does not live with both parents or lives with some other person. The school does not have authority to prevent a natural parent from having contact with a student without proper documentation.



Academic and Learning

This section covers the student learning experience, academic expectations, and the support systems in place to help every student succeed. It includes information on grading, instructional programs, homework, and available academic interventions or enrichment opportunities. Our goal is to foster a rigorous and supportive environment where all students can thrive.

Daily Schedule: School Hours: 7:15 AM – 2:35 PM

Students are allowed on campus beginning at 7:15 AM. Classes begin promptly, and students are expected to be in their assigned locations on time. Parents are encouraged to ensure timely arrival and pick-up to support a smooth and safe school day.

Homework Policy: Homework is assigned to reinforce learning, build responsibility, and support strong study habits. Students should expect to spend about 30–60 minutes on homework each night across all subjects. Assignments will be purposeful and connected to classroom instruction. Students are expected to complete and turn in work on time, with each teacher or team communicating their specific late work policy. Parents can support their child by providing a quiet workspace and encouraging consistent homework routines.

Grading Scale: Grading Scale Chaloner Middle School grades reflect student learning.

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

Grading System/Report Cards: Report cards will be given out every nine weeks to notify parents of student progress. Generally, report cards are issued on the fifth day after the end of the grading period. Progress reports will be issued halfway through each grading period and will be accessed through the Infinite Campus Parent Portal. Final report cards are given to students to take home on the last day of school.

Promotion/Retention Requirements: The school principal has primary responsibility for promotion/retention decisions. In considering a pupil's promotion the school principal should evaluate all the factors that may affect the pupil's future educational life and personal development. Maximum growth of the pupil is the chief objective.

Teachers are responsible for ongoing diagnosis of students' strengths and weaknesses. This includes early identification of students who are at risk of not meeting promotion standards, keeping their principals informed of these students' progress and seeking assistance from

appropriate resource personnel such as the school counselor, community outreach liaison, other teachers, and central office support staff.

Parents(s) or guardian(s) must receive notice no later than the end of the third grading period in grades K-8 and for a year-long course, or no later than the fourth week of the second grading period for semester courses. The notice should request that the parent(s) or guardian(s) schedule/attend a conference within two weeks following the date of the notice. State promotion standards will be met in any application of the promotion policy. Please reference [RRGSD Board Policy 3420](#): Student Promotion and Accountability for further information.

Chaloner Promotion/Retention Specifications: Students must demonstrate their ability to do grade level work in reading, writing and math. This can be accomplished by scoring a Level III, IV or V on the previous year's end-of-grade reading and math tests and by earning passing grades. Students who score below Level III in reading may be offered a reading enrichment program. In addition, students who score Not Proficient on reading or math end-of-grade tests and/or students who have not earned passing grades on their coursework may be referred to the School Assessment Committee. This committee will make a recommendation regarding promotion/retention status. Two exceptions are: 1. Students with specific learning needs such as an IEP, EL plan or 504 plan will be held accountable for meeting specific individualized requirements rather than specific grade level requirements. 2. Students whose end-of-grade tests do not accurately represent their ability to do grade-level work, as determined by Administration.

Summer School: Because remediation and enrichment opportunities will be made available during the course of the regular school year, grades 6-12 summer school programming will meet only upon the availability of funds. For any questions related to summer programming, please contact your child's school or the program coordinator.

Test and Examinations: N.C. Admin. Code 06G .0315 requires all public school students in membership (i.e., enrolled in a school) in grades 3 through 8 and high school courses requiring an end-of-course assessment, to participate in the Annual Testing Program. North Carolina does not allow any student to opt out of required state testing. The only exceptions granted are for a limited number of students who meet certain eligibility requirements or have extenuating circumstances related to a significant medical emergency or condition and are unable to participate in a specific test administration.

Homebound Services: Homebound services are provided as part of the regular instructional program to allow a student to complete assignments during a period when severe or prolonged illness or injury prevents regular attendance at school. Homebound services involve students with medical needs including surgery, injuries, extended illnesses, childbirth, and complications of pregnancy that require extended absences. Normal pregnancies do not qualify for homebound services. RRGSD will provide homebound instruction to any student who is expected to be confined for three (3) weeks or longer during the school year for treatment at home or in a hospital. Even though homebound instruction is consistent with the goals and objectives of our educational programs, it is not a substitute for attending school. Parents should request homebound services from their child's school nurse. The homebound

form must be completed and signed by a physician to document the need for homebound services. Homebound determination will be determined by the school officials after receiving the medical statement signed by a physician.

Special Education [Homebound Services](#) are available to students with disabilities when the home setting is determined to be the Least Restrictive Environment (LRE) by the student's IEP team. These services are tailored to meet the student's individual learning needs as outlined in their Individualized Education Program (IEP).

If you believe your child may qualify for homebound services, please contact your school administrator or counselor for more information about the referral and eligibility process.

Library/Media Center: The media center provides a varied collection of materials to support the curriculum, to promote literary appreciation, and to appeal to the general interests of students and teachers. The media center contains reference, fiction, and audiovisual materials. Students may use the media center during school hours Monday through Friday. Students are required to have passes from teachers to enter during class. Times for checking out and renewing books, as well as collecting fines, damage fees, and replacement costs for materials, are determined by the media specialist.

Academic Intervention and Enrichment Time: Our master schedule includes dedicated time for intervention and enrichment (Jacket Jump Start) to ensure all students receive targeted support or appropriate academic challenges. Students are placed into tiers using multiple sources of relevant data, including assessment results, classroom performance, and teacher input. For each tier, appropriate resources and instructional strategies are carefully mapped to meet students' specific needs. Regular progress monitoring and data tracking are used to assess student growth and guide movement between tiers, allowing for timely and responsive adjustments to instruction.

Growth Mindset: We believe that effort, perseverance, and a positive attitude help students grow. A growth mindset means understanding that abilities can improve through hard work, learning from mistakes, and never giving up, even when things are tough. We encourage students to embrace challenges, ask for help, and keep trying, because every step forward is part of learning.

Academic Dishonesty/Integrity: Academic Integrity & Ethical Use of AI

What is Academic Integrity? Academic integrity means being honest and responsible in your schoolwork. It involves producing your own work, giving credit to others when you use their ideas, and following school rules for assignments and assessments.

Forms of Academic Dishonesty

Cheating:

- Using unauthorized materials or help during tests or assignments
- Copying someone else's work or letting others copy yours

- Using technology, including AI tools, to complete assignments without teacher permission

Plagiarism:

- Presenting someone else's words, ideas, or creations as your own
- Failing to properly cite sources, including information or content generated by AI tools
- Submitting AI-generated work as your own without disclosure

Other Examples:

- Fabricating or altering data or results
- Helping others commit academic dishonesty
- Using AI to bypass learning or critical thinking (e.g., submitting AI-written essays as your own)

Consequences for Academic Dishonesty

- Loss of credit for the assignment or assessment
- Parent/guardian notification
- Disciplinary action as outlined in the student code of conduct
- Repeated offenses may result in more severe consequences, including suspension

Ethical Use of AI in Schoolwork:

What is AI?

Artificial Intelligence (AI) refers to computer programs that can generate text, images, or other content. Examples include ChatGPT, Google Gemini, and Microsoft CoPilot.

Responsible Use

- Use AI for brainstorming, research, and feedback with teacher approval
- Always cite AI tools when you use them in your work
- Follow teacher guidelines on when and how AI tools may be used
- Never use AI to complete assignments or assessments unless permitted

Prohibited Use

- Submitting AI-generated work as your own
- Using AI to cheat, plagiarize, or bypass learning
- Sharing personal or confidential information with AI tools

Student & Parent Responsibilities

Students

- Demonstrate honesty and respect for intellectual property
- Ask teachers if you are unsure about using AI or citing sources
- Understand that misuse of AI is a violation of academic integrity

Parents

- Support your student in understanding and following these guidelines
- Encourage open communication about schoolwork and technology use

Our district is committed to upholding academic integrity and using technology, including AI, in ethical and responsible ways to support learning for all students.

Academic Probation/MTSS: We are committed to the overall success and well-being of every student. We implement a Multi-Tiered System of Support (MTSS) to strengthen core instruction and provide targeted support across multiple areas, including academics, behavior, attendance, and social-emotional development.

Using regular assessments and data collection, we monitor student progress to identify those who may be struggling in any of these areas. Our MTSS Leadership Team meets monthly to review data, discuss student needs, and coordinate interventions to ensure each child receives the appropriate level of support.

When a student shows ongoing challenges—whether academic, behavioral, related to attendance, or involving social-emotional skills—a referral can be made to the Problem Solving Team (PST) by a teacher or parent. The PST collaborates to:

- Recommend specific, evidence-based strategies and interventions
- Support both school staff and families in implementing those strategies
- Monitor the student’s progress and adjust supports as needed
- Determine appropriate next steps through ongoing team discussions

Through established processes and protocols, MTSS and PST teams work diligently to ensure that every student receives the support they need to grow, thrive, and reach their full potential.



Special Populations and Services

This section highlights the programs and resources available to support students with diverse learning needs, including those receiving special education, English language support, gifted services, and other accommodations. These services demonstrate the school's commitment to fair access and individualized support, ensuring every student has the opportunity to succeed academically and socially.

Exceptional Children's Program: The Roanoke Rapids Graded School District complies with the mandates of the Individuals with Disabilities Education Act (IDEA), originally enacted as Public Law 94-142, in the identification, evaluation, placement, and provision of a free appropriate public education (FAPE) to children with disabilities. The district provides services to students who are eligible under North Carolina's 14 disability categories, as defined by the North Carolina Department of Public Instruction (NCDPI). When appropriate, related services are also provided to support the student's educational success and access to the general curriculum.

In accordance with federal and state law, students with disabilities are educated in the least restrictive environment, which means they are placed in regular classroom settings alongside their non-disabled peers whenever appropriate, with access to the general education curriculum. All records related to special education and related services are confidential and are maintained for five years after a child is no longer receiving services. Parents have the right to obtain copies of these records, and no one else may access them without written parental consent. Read more about Child Find [here](#).

Title 1 Parent Rights/Agreements: As a parent, you have the right to request and receive information on the professional qualifications of your child's/children's classroom teachers and paraprofessionals.

You have to right to request information on the following areas:

- Whether the teacher has met *state qualification and licensing criteria* for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under *emergency or other provisional status* through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by *paraprofessionals* and if, so, their qualifications.

You may request this information from the principal or the Executive Director of Instructional Services (Lauren Hinnant) or Director of Human Resources (Tracy Kidd) at Central Services. You may call or email to request the information.

Testing Transparency: RRGSD provides information about districtwide and state assessments including the following:

- The subject matter assessed;
- The purpose for which the assessment is designed and used;
- The source of the requirement for the assessment;
- The amount of time students will spend taking the assessment, and the schedule for the assessment (if available); and
- The time and format for disseminating results (if available).

See [State Board Policy ACCT-021](#) for information on required state assessments. The information is available on the RRGSD website at

<https://sites.google.com/rrgsd.org/instructionalservices/home/testing/testing-transparency>.

Contact the principal for information on ESSA policies regarding student participation in assessments and procedures for opting out.

School Parent and Family Engagement Policies: In addition to the District Parent and Family Engagement Policy referred to on the other side of this handout, each school that receives Title I funds creates its own Parent and Family Engagement Policy and School-Parent Compact. These policies and compacts are available on the RRGSD Instructional Services website:

<https://sites.google.com/rrgsd.org/instructionalservices/home/title-i-and-iv-federal-programs/school-plans-and-compacts>. Each school hosts parent and family engagement nights throughout the year and will notify you of these opportunities. Each school will also send home a copy of the NC School Report Card for the school that provides you with information on important data at the district and school levels.

School Report Cards: North Carolina School Report Cards can be found online at [North Carolina School Report Cards](#) or via the RRGSD website at [NC Report Cards Website - Instructional Services](#). If you don't have internet access, please contact your school principal or the Central Office.

Feedback from Parents: We want to hear your thoughts on how to make RRGSD an even better place for your child/children to learn! Please write comments in the space below and/or email Tina Hantz, Principal of Chaloner Middle School, at hantzkc.cm@rrgsd.org

Section 504: [EC Department - 504 | Roanoke Rapids Graded School District](#)

AIG: [Instructional Services - AIG](#)

ML & Exceptional Children's Programs: Multilingual Learners are identified through parent/guardian response to a home language survey upon enrollment in RRGSD. Once a student is identified as ML, they are screened to determine their level of English proficiency. Appropriate language acquisition services are provided, as well as any individualized accommodations or modifications that may be needed. If you have any questions about the ML program in RRGSD, please contact Heather Wynne, ML District Coordinator, at 252-519-7600.



Health and Wellness

This section includes policies and procedures related to student health, safety, and overall well-being. Topics such as medication administration, immunization requirements, illness protocols, and mental health resources are covered. All guidelines are focused on maintaining student health and promoting a safe school environment for everyone.

Health/Wellness: [School Board Policy 6125: Administering Medications to Students](#) School personnel may administer medication to students only with written authorization from the student's parent or guardian and a licensed healthcare provider. Whenever possible, medications should be taken at home to minimize disruptions to the school day.

In limited cases, students may be approved to self-carry and self-administer certain emergency medications (such as inhalers or seizure medications). This requires prior approval from the school nurse and administration, along with all required documentation on file in the nurse's office.

Students are not permitted to carry or self-administer any prescription or over-the-counter medication at school unless specifically authorized. Unauthorized possession or use of medications may be considered a violation of [Board Policy 4325: Drugs and Alcohol](#).

Medication Requirements:

- Prescription medications must be provided in a current pharmacy-labeled container, including the student's name, medication name, dosage, route of administration, time/frequency, number of doses, and expiration date.
- Over-the-counter medications must be brought in the original packaging and labeled with the student's name.

All medications must be delivered to the school nurse or designated school administrator by the parent or guardian. Parents are responsible for ensuring an adequate supply of the medication is available at school and for replenishing it as needed.

School officials may deny requests to administer medications that can reasonably be given at home or when, based on consultation with school nursing staff, it is determined that administering the medication at school poses a significant risk to the student or others.

First Aid: Basic first aid will be provided to students who become injured or ill during the school day. School staff trained in first aid will assess the situation and provide appropriate care until the student is able to return to class or a parent/guardian can be contacted, if needed. In the event of a serious injury or medical emergency, emergency services will be called, and parents/guardians will be notified immediately. It is important that the school always has up-to-date contact information on file.

Other Health Concerns: To ensure the safety and well-being of all students, it is essential that parents/guardians notify the school nurse of any health conditions that may affect their child during the school day. This includes chronic illnesses, allergies, medications, or any other medical needs. Keeping this information up to date allows school staff to provide appropriate care and respond effectively in case of an emergency. Please contact the school nurse with any changes to your child's health status or treatment plan.

Nurse: Students must obtain permission from their teacher and receive a written pass before going to the nurse at any time during the school day. **Students should not go to the nurse without notifying their teacher first.** This helps ensure that students are accounted for and that nurse visits are managed safely and efficiently. If a student feels unwell, they should inform their teacher immediately to receive proper assistance.

Pets/Animals: For the safety and well-being of all students and staff, pets or animals are not allowed on campus unless part of a pre-approved educational program or service animal accommodation.

Medical Exemptions from PE: Students who need to be excused from physical education due to medical reasons must provide a written note from a parent or doctor. Long-term exemptions require a doctor's note and approval by school administration.

Smoke-Free Environment: Chaloner Middle School is a smoke-free campus. The use of tobacco, vaping devices, or any smoking-related products is strictly prohibited on school grounds, including during after-school events.



Student Supports and Services

This section outlines the wide range of resources available to help students succeed both in and out of the classroom. These offerings include academic enrichment, social-emotional support, and logistical services such as transportation and meal programs. These supports are designed to assist students and families, promote equity, and enhance the overall school experience.

Food Service: The school cafeteria is maintained as a vital part of the health program of the school. Hot lunches with a balanced variety of foods are provided. Students who prefer to do so may bring lunch from home. Milk and fruit drinks are available for purchase in the cafeteria. This year, ALL students may eat breakfast and lunch free of charge; however, students will not be able to charge additional items. Students are not permitted to leave campus during lunch. After lunch students will have supervised free play outdoors; weather permitting. Teachers and monitors will be on duty to assure supervision in the cafeteria and outside.

Outside Food/Lunch Visits: Due to safety reasons and to minimize disruptions in the instructional day, we ask that you adhere to the following guidelines when bringing in outside food.

- You may bring outside food for your child **ONLY**. Please do not bring food for other students.
- Students will not be called out of class to pay for or accept delivery food.
- Parent/guardian/family members may be the only people permitted to deliver food, **delivery services are not allowed**.
- Food should be left in the main lobby on the designated food table for your child to pick up on their way to lunch. Students will not be called out of class to pick up food. Please coordinate this with your child ahead of time. Please have your child's name clearly marked on the lunch.

Before and After School Programs: Our school offers before and after-school programs that include a variety of clubs, sports, and enrichment activities designed to support student growth and engagement. Participation in these programs is a great way for students to build skills, explore interests, and receive additional academic support. Students are expected to follow all school rules and maintain appropriate conduct during these programs.

After-school academic remediation may be offered starting in the second semester, depending on available funding. These sessions provide targeted support in core subjects to help students strengthen their skills and stay on track for success. Parents will be notified if their child is recommended to attend.

PTA/Parental Involvement: While Chaloner Middle School does not currently have an official PTA, we strongly encourage and welcome parent involvement in our school community. Parents can support student success by attending events, volunteering, communicating with teachers, and staying engaged in their child's education. Together, we can create a positive and supportive environment for all students.

Counseling: Chaloner Middle School has a full-time counselor that is available to help students with concerns such as grades, personal, or educational problems. Students who wish to see a counselor may do so by going to the counselor's office and making an appointment. Parents may make appointments with the counselor by phone or email (Mrs. Jeffers at 519-7600, JeffersS.cm@rrgsd.org).

Student Success Advocate (SSA): A Student Success Advocate is available to assist students and families with social needs and links to available community resources. You may reach Anna MacNichol at 519-7600 or email macnichola.cm@rrgsd.org.



Student Conduct and Behavior

This section outlines expectations for student behavior, discipline procedures, and student rights. These guidelines are in place to promote a safe, respectful, and productive learning environment. They help ensure that all students understand their responsibilities and the standards for conduct both in and outside the classroom.

Dress Code: Student dress contributes to the total school atmosphere. Students are expected to dress in a manner that demonstrates respect for themselves and others and does not compromise safety for oneself and others. If a student is dressed or groomed in a way that disrupts the orderly process of learning, compromises safety for oneself and others, or reveals too much of the body for a school setting, parents may be called to bring the student a change of clothes. The student may also be issued appropriate clothing by the school, or placed in ISS until the parent brings a change of clothes.

The following list is not all inclusive but is inappropriate for school:

- A. Any clothing or accessories that may cause a substantial disruption to the learning environment.
- B. Blouses, tops, and shirts that have exposed shoulders, chests, or midriff (crop tops). Tank tops and spaghetti straps are unsuitable for school; however, sleeveless blouses are acceptable. Midriffs should not show during normal daily movement such as reaching up into a locker or bending over in a desk. No see-through clothing or any clothing which exposes undergarments.
- C. All grooming shall be done in the restrooms.
- D. Headphones are not to be worn and may only be used during appropriate instructional times. Earbuds/Bluetooth devices are not allowed at school. Headphones will be initially provided and replacements may be purchased from the front office.
- E. Dresses, skirts, shorts, bicycle shorts, and distressed/ripped clothing that are shorter than where the palm of the hand meets the finger (mid-point between the knee and thigh). No distressed/ripped clothing above the knees should be worn.
- F. Pants should fit at or near the waist, no sagging pants. Wearing pants far below the waist and covering up with a large shirt is unacceptable.

G. Leggings and bicycle shorts may be worn with long and loose fitting shirts that cover the buttocks. Shorts should not be worn shorter than the shirt.

H. I. Animal tails and headbands may not be worn.

J. Clothing that exhibits logos and sayings which include profanity, sexual innuendos, or references to violence, alcohol, drugs, or tobacco. Writing across the backside (seat) is not allowed. Any gang related clothing is prohibited at school.

K. Heavy chains attached to clothing (including wallet chains).

L. Sunglasses may not be worn in the building.

M. Students must wear a top, bottom, and footwear at all times.

N. Pajamas, sleepwear, or bedroom clothes should not be worn at school.

O. Blankets should not be brought to school.

Chaloner Middle School

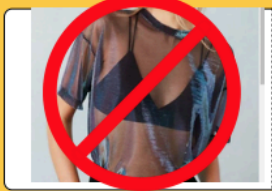
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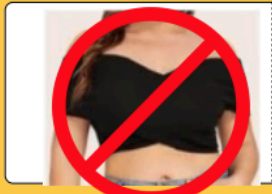
TOPS



No exposed shoulders, chest, or midriff. This includes tying back t-shirts



No See-through tops or any other clothing



No Tight or Low-cut clothing

3

Head Coverings



Hats, hoodies, knit caps, sweatbands, scarves, hair bonnets, etc. are not allowed

Student dress contributes to the total atmosphere at school. Students are expected to dress to demonstrate respect for themselves and others. Students not wearing appropriate clothing will be placed in ISS until the parent brings a change of clothes.

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Headphones



No Earbuds or other wireless / Bluetooth devices may be used at school

4

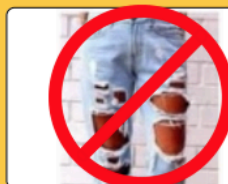
Pants



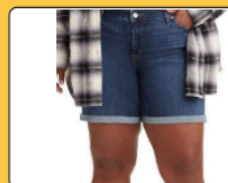
Should fit at the waist, No sagging pants



Leggings may be worn with shirts covering buttocks



No distressed/ripped pants above the knee



Dresses, skirts, shorts should be worn at midpoint between knee and thigh

Cell Phones and Smart Watches: Cell phones have become a tool that has allowed our youth to enjoy many social media apps, but unfortunately cell phones have led to numerous disruptions at Chaloner Middle School. Starting the 2022-2023 school year students will not be allowed to use cell phones during the school day. Students are discouraged from bringing cell phones and smart watches to school. If a student brings a cell phone or smart watch to school it must be powered off and kept out-of-sight between the hours of 7:15am till 2:40pm, and kept in the student's locker or book bag until the end of the day.

If a parent has an emergency and needs to contact his/her child, please call the front office. Students should not use cell phones to audio or video record anyone or anything at school to protect the privacy of other students.

Cell phones or smart watches will be taken from students that are in violation and a parent will have to pick up the device at the end of the day, along with a conference from administration. A second violation will result in two days of ISS. A third offense will result in two days of OSS. Chaloner Middle School is not responsible for damaged cell phones and will not investigate lost or missing devices.

School Phones: Student use of the office telephone is restricted exclusively for EMERGENCIES. Classroom phones are to be used at the teacher's discretion.

Lockers: Lockers and combination locks are provided for the convenience of the students. The homeroom teacher assigns each student a locker. Lockers should be visited at a time that does not interfere with classroom instruction. Students should get all needed materials from their lockers before going to class. Athletes should provide locks for lockers in the dressing rooms. All valuables should be secured in locked lockers during practices and games. Occasionally, students will have difficulty opening their lockers. Any problems students have with lockers should be reported to their homeroom teachers. Lockers should be kept locked at all times in order to protect personal property.

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND CAN BE INSPECTED BY SCHOOL OFFICIALS AT ANY TIME WITHOUT THE USE OF A SEARCH WARRANT. They are also subject to random periodic checks by the Roanoke Rapids Police Department using trained drug dogs. These checks will be conducted under the supervision of the CMS administration.

Valuables: Please leave all valuables at home. The school is not responsible for lost or stolen items. Mechanical, Electronic Devices, Toys, and Trading Cards. These items should not be brought to school unless requested for a specific project. They are to remain in the student's locker until the class for which they are to be used.

Parties/Socials: School-sponsored parties and socials are organized to provide a safe, enjoyable environment for students. Attendance is a privilege and subject to school rules and behavior expectations. All events must be approved by school administration, and non-school-sponsored gatherings are not endorsed or supervised by the school.

School Dances: The various clubs at Chaloner Middle School sponsor dances throughout the school year. These dances are open to CMS students only. Tickets may be purchased in homeroom on the day of the dance. A student assigned to ISS, OSS, or ACES during the

same grading period as the dance will not be allowed to attend the dance. (For example, 1st nine weeks affects the 1st dance, 2nd nine weeks affects the 2nd dance, etc.). Students must be counted present the day of the dance in order to attend the dance.

Field Trips: Field trips are planned by the grade level/teacher to enhance classroom learning. Details of the trip are sent home including a permission slip that must be returned before the child can go on the trip. Transportation to and from the destination is provided by the school. Any variance from this must be given written approval prior to the day of the trip. Teachers will inform parents of this policy in all field trip communications. Additionally, children are allowed to only go on a trip with the class to which they are assigned by the principal. Due to safety concerns, space considerations, and maintaining the instructional focus of the field trip, attendance by siblings is not permitted.

Behavior contracts may be instituted to ensure participation in field trips is earned. Parents may be asked to attend these trips if student behavior warrants it.

All field trip money should be in the form of exact change and is non-refundable.

Past-due Fees: Any unpaid fees from previous school years must be settled before students can participate in certain school activities. Please contact the school office to arrange payment or discuss any concerns regarding outstanding fees.

Bus Ridership Rules: In order to assure the safety of all students riding buses, students are required to observe the following rules:

- Students must be at their designated bus stop on time.
- All riders shall remain seated while the bus is in motion. Head, hands and arms must be kept inside the bus.
- Students are expected to conduct themselves in an orderly manner at all times.
- Bus interiors are to be treated with care.
- The bus driver is in charge of the bus. Misconduct will be reported to the principal or assistant principal and will result in the student being denied the privilege of riding the bus.
- Students who must cross the street to enter or leave the bus must cross the street in front of the bus.
- Students may talk in a normal tone of voice while on the bus. No shouting.
- Students are not allowed to eat or drink on the bus.
- Students may not throw items on or from the bus.

Safe School Plan: The school follows a comprehensive Safe School Plan to ensure the safety and well-being of all students and staff. This includes regular emergency drills (fire, lockdown, severe weather), secure visitor check-in procedures, and a clear crisis response protocol. A School Resource Officer (SRO) is present on campus at all times to support safety and build positive relationships with students. Additionally, trained first responders are located on each hallway to assist in emergencies. All staff receive annual safety training, and students are instructed in safety procedures throughout the year. Safety concerns can be reported to any staff member or submitted anonymously.

Discipline Guidelines:

Minimum Expectations for Student Behavior

1. Come to class prepared (pencils, books, paper, charged chromebook, etc.) and on time
2. Take an active part in the lesson.
3. Respect yourself and others.

Disciplinary Measures Disciplinary measures vary depending on the incident of misbehavior. When a student violates a school rule or is habitually disruptive beyond the teacher's control, the student may be referred to the office. The principal or designee will make any necessary investigations into the matter at hand. If disciplinary matters are necessary, the principal or designee may employ but is not limited to the following:

1. **Timeout:** Classroom disruptions will not be tolerated. If a student chooses to be disruptive or continually violates school discipline policies, the classroom teacher will assign the student to Timeout. The teacher will notify the student's parents of the assignment to Timeout. Each assignment to Timeout in the same grading period will result in a parent contact by the referring teacher. A third assignment to Timeout in the same grading period will result in an office referral with ISS. Five assignments to Timeout during the same grading period will result in an OSS suspension for two days. While in Timeout, students will work on other classroom assignments. Parents are urged to call the school to schedule appointments with teachers in order to collaborate and prevent any further inappropriate student behavior.
2. **In-School Suspension (ISS):** Students who commit more serious infractions, repeat a previously committed infraction, or who are habitually disruptive may be assigned to ISS. A student assigned to ISS is excluded from attending regular classes, but not from attending school. They are required to do assignments provided by their regular teachers. Credit is given for work completed. A student assigned to ISS during a nine-week grading period will not be allowed to attend the school dance of that grading period (Example – Second dance applies to second grading period, etc). Failure to cooperate in ISS may result in Out-of-School Suspension.
3. **Out of School Suspension (OSS):** Students who commit serious or major infractions or who are repeat offenders may face out of school suspension. A student assigned out of school suspension is denied attendance and participation in any RRGSD sponsored activity. A student suspended 15 out of school during a grading period will not be allowed to attend the dance of that grading period (Example – third dance applies to third grading period, etc.). A suspended student or a student enrolled at ACES may not be on school property during the period of suspension. Failure to adhere to the policy may result in charges of trespassing. It is the responsibility of the student to arrange to make up any tests missed during the suspension.

Serious or repeated offenses may result in a recommendation to the superintendent that a student be placed on long-term suspension or expulsion. Disciplinary measures are progressive in application.

RRGSD Student Code of Conduct:

https://docs.google.com/document/d/1KzMRSECBKF-_oiBW3SeXmRwS870XENtA_MHGGDLczKU/edit?tab=t.0

Public Display of Affection: Students are expected to maintain appropriate behavior while at school. Public displays of affection—such as kissing, prolonged hugging, or other intimate physical contact—are not allowed on school grounds. These behaviors are considered inappropriate in the school setting and may result in disciplinary action if they continue after a warning.

Search and Seizure policy: To maintain a safe and orderly learning environment, school administrators may conduct searches of student property, lockers, and personal belongings when there is reasonable suspicion of a violation of school rules or laws. Lockers and desks remain the property of the school and may be searched at any time. Personal searches, including bags and electronic devices, will be conducted respectfully and in accordance with legal guidelines. Parents or guardians will be notified following any significant search or if contraband is found. Items found in violation of school policy may be confiscated and could result in disciplinary or legal action.

Surveillance Cameras: Chaloner Middle School has several inside and outside surveillance cameras that allow school staff to monitor parts of the hallways, playground area and parking lots. They may also be monitored during after school hours. Several cameras record audio as well.

Metal Detectors and Drug Dogs: To help ensure a safe and secure learning environment, the district may utilize metal detectors and certified drug detection dogs at any school campus or school-sponsored event. The use of these safety tools is part of our proactive approach to maintaining a drug-free, weapon-free, and disruption-free environment for all students and staff. Metal detectors will be used daily and may be used randomly or in response to specific safety concerns. All metal detection screenings will be conducted respectfully and equitably by trained staff. Similarly, drug detection dogs may be used to conduct unannounced inspections of school property, including hallways, lockers, parking areas, and other common spaces. These measures are not intended to single out individual students but to support overall school safety. The presence of metal detectors and drug dogs serves as a deterrent and reinforces our commitment to providing a safe space for learning. Students found in possession of prohibited items will be subject to disciplinary action in accordance with the district's Code of Conduct and applicable laws.

Theft Prevention: Students are encouraged to take responsibility for their personal belongings and avoid bringing valuable items to school. The school is not responsible for lost or stolen items. Lockers should be kept locked, and unattended items should not be left in hallways, classrooms, or common areas. Any suspected theft should be reported immediately to a staff member or the School Resource Officer (SRO). Theft is a serious offense and may result in disciplinary action, including law enforcement involvement if necessary.

Restroom Visits: Students are expected to use the restroom during designated times such as class transitions, lunch, and breaks. However, if a student needs to use the restroom during class, they must obtain permission from the teacher and follow the school's sign-out procedures. Frequent or extended restroom visits may be monitored to ensure student safety and minimize missed instructional time. Misuse of restroom privileges may result in disciplinary action.

Skipping Policy: Skipping class or any scheduled school activity without permission is strictly prohibited. Students who leave class or school grounds without authorization are considered skipping and may face disciplinary consequences, including detention, suspension, or loss of privileges. Parents or guardians will be notified of any skipping incidents. It is the student's responsibility to attend all classes and activities as scheduled.



Student Involvement and Recognition

This section highlights opportunities for students to engage in school life beyond academics through clubs, athletics, leadership roles, and special events. It also includes programs that celebrate student achievements, positive behavior, and contributions to the school community. These activities foster connection, school pride, and personal growth.

Athletics: Students are encouraged to participate in athletics at CMS. However, all students should be aware that the athletic program is supplementary to the academic program.

Organized team sports are available to sixth, seventh, and eighth graders. They include football, volleyball, basketball, cheerleading, softball, baseball, and track. Sixth graders are not eligible to compete in football but may participate as managers. In order to participate in athletics, a student must meet the following criteria:

- Receive a physical exam before allowed to practice or compete.
- Be academically eligible.
 - Pass their grade and all but one core class for the semester
 - Must not turn 15 years old or older before August 31st of that school year
 - Meet attendance requirements o Must be in compliance with the NC Middle School Athletics Handbook
 - Conduct themselves in accordance with school and coach's rules

Timeouts are handled by coaches on an individual basis (Playing time, Additional Conditioning, or Dismissal from team)

- ISS first offense (Playing time, Additional Conditioning, or Dismissal from team).
- Second Offense - automatic dismissal from team
- Anything more than 3 days OSS of any offense will be automatic dismissal from the team.

School Spirit Any student who conducts himself/herself in an unsportsmanlike manner including derogatory cheers and actions at all RRGSD events will be subject to suspension and/or will be barred from attending extra-curricular activities. Admission will not be reimbursed for expulsion from a game.

Clubs/Organizations: Each student is encouraged to participate in extracurricular activities. A variety of clubs are offered to all who desire some outside interest or activity. Club days are

held periodically during the school year. Club advisors will inform members of the starting and ending times prior to the meeting. Students should go to their lockers and make arrangements for transportation prior to the meeting so that they may report directly to the club meeting location when school is dismissed. Advisors will escort members to the nearest exit following a meeting. Students should leave campus immediately. Club members waiting for rides should report to the parking lot in front of the gym.

Listed below are the clubs and organizations:

- Art Club
- Battle of the Books
- Chess Club
- DECA
- Fellowship of Christian Athletes
- Hunter Safety Team
- Jacket Pride Club
- Robotics Team
- Student Athletes Leadership Team
- Yearbook

Student Awards/Honors (Scholar's Eligibility Criteria): Cumulative "A" average (89.5 or higher, rounded) for all graded subjects (including core and exploratory classes), with no individual quarter grade below a "C".



Technology Use

This section covers expectations for the use of digital learning tools, including student responsibilities, care for school-issued devices, and guidelines for ethical and appropriate technology use. Students are expected to follow the district's Acceptable Use Policy and demonstrate digital citizenship in all online interactions and activities

Technology: All K–12 students in our district are issued a school-owned device as part of our 1:1 technology initiative to support digital learning. Students are responsible for the care and proper use of their assigned devices and chargers. Chromebooks should be brought to school each day fully charged. Damaged, lost, or misused devices may result in fees or restricted access. Students must follow the school's acceptable use policy at all times when using school technology. While the district no longer provides wireless hotspots, families in need of internet access may apply for T-Mobile's 10-Million Project.

Internet Use Policy: Please review the [RRGSD Technology Acceptable Use Agreement](#) for detailed information on Internet acceptable use for students. All parents/guardians must agree to abide by this agreement in order to take advantage of district technological resources.