Douglas Byrd Middle School

HAWK STUDENT RULES A-Z

ABSENCES (lawful)

Board of Education policy 4400 governs student attendance. The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be turned into the front office on the day the student returns after an absence. The number of parent or guardian written excuses for attendance due to sickness or other unavoidable causes is limited to 10 per school year for grades K-8. After the 10th parent or guardian written excused note has been submitted, any other parent or guardian written notice will result in the absence being marked as unexcused. Additionally, parents and guardians will have within five school days of the student's return to school to turn in written excused notes and/or physicians notes. Notes that are turned in after the fifth school day of the student returning to school will not change the absence from unexcused to excused. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee. An absence may be excused for the following reasons:

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;

3. death in the immediate family, including, but not limited to, grandparents, parents, brothers and sisters;

4. medical or dental appointment;

5. participation as a party to an action or under subpoena as a witness in a court proceeding or administrative tribunal;

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. The superintendent or designee may approve additional absences, provided they do not interfere with the education of the student. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;

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 or designee and in accordance with any requirements established by the principal or superintendent;

8. absence due to pregnancy and related conditions or parenting, when medically necessary; or

9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050,

Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted up to five additional excused absences upon approval by the superintendent or designee to visit with his or her parent or legal guardian.

Absences due to extended illnesses generally require a statement from a physician.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work in accordance with section D of this policy. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

All absence notes are to be turned into the front office.

ATTENDANCE AREA

The Cumberland County Board of Education requires that every student attending Douglas Byrd Middle School live within this school district. Sometimes incorrect addresses are given and this school enrolls a student in good faith. If such is discovered, the parent will be contacted immediately for further information. The proper individuals will be notified of the incorrect address. When a student elects to live with a relative or friend, this does not constitute residence in this school district. All students attending Douglas Byrd Middle School must be residing with parents or be living with a guardian awarded by the court. Students must live in the attendance area to be eligible for sports.

BOMB THREATS

We are required BY LAW to evacuate the building each time there is a call in or written note regarding a bomb threat. The signal for a bomb threat is four long rings. Students are asked to leave the building quietly and quickly. Students are to go to a designated area assigned for fire drills but move 500 feet away from the building. Students are also encouraged to inform Teachers/Administration of any information about a bomb threat.

BOOKBAGS

Bookbags, athletic bags, or similar items may be used only for the transporting of books, other school-related materials, and personal effects to and from school. Immediately upon the student's arrival at school, any bookbag, athletic bag, or similar item must be deposited into the pupil's locker or designated classroom/area. The locker which is property of the Cumberland County Board of Education may be searched by school officials with probable cause. Failure to follow the book bag policy will result in disciplinary action.

BORROWING

Students are strongly advised not to lend textbooks, chromebooks, chargers, or personal belongings to classmates. More often than not, this results in confusion that could easily be avoided. Keep your possessions in **your** possession. **The school is not responsible for items that the student loans to others.**

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. In order to keep the cafeteria clean and attractive, the following rules must be observed:

- Talk in a low voice that does not allow your conversation to be heard at the next table.
- Keep the cafeteria lines orderly.
- Never push or run in the cafeteria.
- Food and milk are not to be taken out of the cafeteria unless authorized.
- Students are to place all used and unused breakfast/lunch items in the trash bin.
- Students are not allowed to save places in the lunch line.

- Students are not permitted to use the microwave.
- Students who continually disregard the cafeteria regulations may be prohibited from using the cafeteria.
- No gum is allowed in the cafeteria or at school.
- Students are to eat in the area designated by the administration/teachers and remain in the designated area until leaving the cafeteria.
- Students are not to leave the cafeteria until instructed to do so by their teacher or cafeteria supervisor.
- When your teacher instructs you to leave the cafeteria you are to leave as a group.
- Students are to use the restroom going to or coming from lunch while under the teacher's supervision.
- **Soft drinks in cans or bottles, and large bags of snacks to share are not permitted.**
- No deliveries from restaurants will be permitted. NO OUTSIDE FOOD (MCDONALD'S OR OTHER RESTAURANTS) SHALL BE BROUGHT IN BY VISITORS OR STUDENTS AT ANY POINT DURING THE DAY. Parents and guests are more than welcome to purchase a school lunch. Good nourishing meals are served daily in the cafeteria. The students may enjoy both breakfast and lunch each day of the school year.

CELL PHONES AND OTHER PERSONAL WIRELESS COMMUNICATION DEVICES POLICY

Per CCS Board Policy 4318, cell phones and other wireless communication devices (to include, but not limited to AirPods/headphones, iPads, and Apple/smart watches) are not to be "activated, used, displayed or visible" during the instructional day unless specifically given permission by school personnel. Students must place their device(s) in their locker immediately upon arrival. (Refer to Locker section on page 7 for additional information). For Apple/smart watches or other similar devices, students must disable the sync mode, to include bluetooth, during the school day. Per CCS Board Policy 4318, school personnel have the right to confiscate wireless communication devices and they will be returned to the parent/guardian.

- **The school is NOT responsible for confiscated items.**
- Cell phones/electronic devices and other confiscated items may be picked up Monday through Friday ONLY between the hours of 2:40 and 3:30pm by the parent/guardian.
- Students who do not follow the cell phone policy will be subjected to the school's 4-step discipline plan.
- Any student refusing to surrender an electronic device or other prohibited item to school personnel will automatically be sent to RJC (Class 1: insubordination)
    - Refusal to Teacher: 3 days RJC
    - Refusal to Administrator: 5 days RJC
- Cell phones and other electronic devices are not permitted in any testing site, per state guidelines. Students who violate this policy will be disciplined per the CCS Code of Conduct.
- CCS Board of Education Policy 4318 governs cell phones and wireless device use on campus.

CHANGE OF CLASS

During the change of class students are expected to walk down the right side of the hall. Teachers will monitor from the hallway to assist students in moving in the proper direction. **It is imperative that students get to your class on time!**

CHECK-IN

Students who arrive at school after 7:30 a.m. must report directly to the office. **Students who report late must be signed in by a parent per CCS Board of Education Policy 4400-R1.** It will be the responsibility of the student to make-up for all missed work. Students must be in school a minimum of 3 ½ hours (188 minutes) to be counted present for the day.

All students are required to check in and obtain an admission note to class from the front office.

CHECK-OUT

Once students arrive on school campus during the school day, they become the responsibility of the school. Students that find it necessary to leave during the school day must have their parent/guardian sign them out with a valid ID through the front office. Students will not be allowed to leave campus without a parent/guardian showing their ID. Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parent/guardian accompanying them or granting permission. Students who check out before 10:30 a.m. will be counted absent for the day. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout. **There will be no check-outs after 2:15 p.m. per CCS Board of Education Policy 4400-R1.**

CLASSROOM REGULATIONS

- Each teacher has classroom procedures in addition to the school-wide rules. All students are expected to abide by these policies and rules.
- Bring all necessary materials to class. **BE PREPARED FOR CLASS EVERYDAY!**
- **TURN IN ALL ASSIGNMENTS WHEN THEY ARE DUE!**
- Do not make any adjustments to windows, window blinds or furniture without the teacher's permission.

CLUBS AND ORGANIZATIONS

Club membership will be available to all students. Each club will have a teacher sponsor. Any student who is in RJC or OSS is ineligible to participate in any after school activity, to include athletic events. Students who stay after school for clubs, dances, tutoring, athletics, or other activities must be picked up within 10 minutes of the designated pick-up time. Those who are not picked up on time will receive a warning letter. After two late pick-ups, the student will not be allowed to stay after school for further activities.

DISCIPLINE

Please read the CCS Student Code of Conduct to become aware of the consequences of inappropriate behavior and non-compliance with school rules. The ability to ride the school bus is a privilege for students, and failure to adhere to school policy bus rules can result in bus suspension or removal from the school bus for the remainder of the school year.

DRESS CODE FOR PHYSICAL EDUCATION

Students are required to dress out daily during scheduled physical education time and will receive a grade for participation. Students are required to wear a t-shirt, shorts or gym pants and athletic shoes. Crocs, slides, flip-flops are not to be worn for physical education class. Students are not permitted in the gym unless they have an assigned class during that time.

DRESS CODE FOR DOUGLAS BYRD MIDDLE

The DBMS Dress Code is in accordance with the Cumberland County Schools Board of Education Policy 4316-R4. Any student in violation of the Dress Code Policy will call home for a change of clothes. If a parent is unable to bring proper clothing within one hour of the phone call, the student will be placed on Team RJC for the remainder of the day and the violation will be documented in ABE.

1. Items that are offensive to any race or sex or which display profanity are prohibited.
2. Hats, toboggans, bandanas, do-rags, ski-masks, bonnets, or other head coverings are not permitted to be worn or attached/hanging from an article of clothing or other personal items. All head coverings must be kept in the locker or designated area for the entire school day (except coverings worn for religious or cultural purposes).
3. Hoodies are permissible; however, no wearing of any hoods attached to any clothing is permissible.
4. Sunglasses/goggles are not to be worn in the building.
5. No belly shirts, spaghetti straps, tank tops, or muscle shirts are allowed. (Shirts must cover the shoulder, back, and stomach).

6. No clothing that shows cleavage is allowed.
7. No see-through fabric in tops or bottoms unless it has a solid material underneath it; this includes but is not limited to crochet, lace, mesh, sheer, or knitted fabrics.
8. School-appropriate attire must be worn under all jackets or zip-up sweatshirts/sweaters.
9. No sagging pants below the hips. (No undergarments should be visible).
10. "Finger tip length rule": Length of shorts, dresses, skirts, and holes/shredding of jeans must be below the longest fingertip if a student stands straight and extends their arms straight down the side of their body.
11. If holes/shreds in jeans are above the finger tip, leggings or bike shorts must be worn underneath.
12. Leggings are permitted as long as the shirt/dress worn over leggings also meet the "finger tip length rule".
13. Blankets are not to be worn or carried in the building. If brought to school, they must be placed in a locker upon arrival.
14. Students must wear athletic shoes during PE.
15. Shoes are to be worn at all times in the building and on campus. In addition, bedroom slippers are not to be worn during school hours.
16. No wallet chains or chains on clothing. No spikes on shoes, clothing, or accessories.
17. Any other items deemed inappropriate by the administration can be prohibited.

BOOK BAGS /PURSES/ SATCHELS

Book bags are not allowed to be carried and must be placed in a locker or designated area.

Purses should not be larger than a textbook, if it is taken into the classroom.

Students are expected to come to school neatly dressed everyday. Any article of clothing or accessories that poses a threat to student safety, interferes with learning or is offensive (written or image) will not be permitted and will be handled by administration.

EMERGENCY INFORMATION

Each student and his/her parents should make an effort to supply the school with information pertinent to emergencies. This is only possible through cooperation of all parents. **Students can better be protected if we have at least two phone numbers where one or both parents can be reached in case of emergency. Students should have a personal knowledge of their parent's place of employment.**

FAMILY LIFE EDUCATION

The Family Life Education unit of study is part of the comprehensive health education program. **If for personal reasons you would like for your child to have alternative health lessons during this unit of study, please notify the teacher in writing when the permission form is sent home.**

FIRE DRILLS

Monthly fire drills are required by law and are important safety precautions. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher will give the students instructions. Orderly evacuation of the building is the safest for all concerned. **Students are reminded that anyone caught tampering with the fire alarm will be charged with a violation of state law.**

GRADING SYSTEM

A student's grades will be earned by his/her performance on tests, class participation, projects, homework and other assignments. Grades will be updated on Infinite Campus weekly. The marking system is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59-0	F

GRADUATION REQUIREMENTS

To graduate from the Cumberland County School System a student must successfully complete the unit/course requirements for grades 9 through 12. **The only courses that meet the graduation requirements at the Middle School level are Math 1 and High School Spanish.**

GUIDANCE DEPARTMENT

Douglas Byrd Middle School provides a wealth of guidance services for the benefit of the student body. These services are intended to help the student learn about his/her abilities, skills, interests and the world around him/her at work, as well as how each subject and activity of the school contributes toward his/her future success. Students are not permitted to see support staff (i.e.: Counselor, Safe Schools Coordinator, or Social Worker) without prior permission from the teacher they are assigned to. Support Staff will physically go to the classroom to pick-up students for appointments. **Students are not permitted to see a counselor without the counselor picking them up.**

HALL PASSES

If a student has to check out, the office will call the classroom and inform the teacher. Students are not permitted to leave the classroom without a pass from the teacher.

HEALTH CONCERNS

Teachers will inform the front office regarding any student who has, or needs to call home due to illness. All students who are too sick to remain in the class will be required to call parents to pick them up. **Absolutely NO classmates, teacher, or any personnel will give out ANY medication, including aspirin. Students on medication prescribed by a doctor must have a parent to bring in the medication with the proper documentation from the physician for the school nurse. Medication forms are available in the front office.**

HOMEWORK

Each team has been encouraged to assign homework. The team will work together to monitor the amount of homework assigned. Research proves that homework increases the probability of learning and retention. It is the responsibility of the student to complete all assignments. Parents are encouraged to contact the teacher if they have questions regarding homework.

HOURS OF OPERATION

Students and parents are advised that the official hours of operation at Douglas Byrd Middle School are 7:00 a.m.-3:30 p.m. SUPERVISION FOR STUDENTS ENDS AT 3:00pm. Students who are dropped off earlier or picked up later than designated hours may be required to attend an administrative conference. Safety of all our students is very important and valued at DBMS. Loitering on campus after school is not permitted and if students are not with a supervising teacher, then this could result in the consequence of trespassing on school property. Students staying after school for extra-curricular activities must be picked up within 10 minutes of the designated end time. Students who have not been picked up within the ten minute window may receive a written warning stating that subsequent late pickups may result in not being able to stay after school for after school activities.

INSURANCE

School accident and dental insurance will be provided on an optional basis to students. Parents will pay premiums directly to the companies involved in school provided envelopes.

LIBRARY/MEDIA CENTER

Douglas Byrd Middle School offers a variety of library services to the students. Books, magazines and AV materials are available to the student in order to make learning more relevant. In order to have an efficient library system certain rules and regulations must be adhered to in the media center.

- When students are using the library, they are under the direct supervision of media personnel and must adhere to rules and regulations.
- All students entering the library must have written prior permission from their teacher to do research, unless they are with the entire class.
- Written permission notes must be signed upon entering the library by one of the media personnel.
- When studying in the library, you are to be working quietly the entire time. Small groups must sit together and not study with students from the class who reserved the library hour.
- Individual students and small group members will return to class before the end of the period. You must return as a group. Upon leaving the library pick up your research note, have it signed and report directly back to the classroom. Classes should leave the library with their teachers before the end of the period. This will help us with book checks.
- Items checked out from the library are the responsibility of the student who checked them out.
- Absolutely no gum or candy allowed in the media center.
- Use of AV materials will only be allowed under guidance of the media center staff with cooperation of the classroom teacher.
- Remember that the use of your school's media center is a privilege, so do not abuse it.

LOCKERS

Homeroom teachers will assign lockers and locks to students. Students are responsible for the upkeep of both the locker and the lock. If a student fails to return a school issued lock at the end of the year or when they withdraw, they will be fined to replace the lock ($7.00). Locks are required for the safekeeping of the student's belongings. Please do not store food overnight in the locker, put stickers in/on the locker, mark/write on the locker, or place any items on the outside of the locker. Students must adhere to the designed locker schedule provided by their team teachers. Failure to comply with the policies and procedures may result in disciplinary action. **No key locks are permitted.** Valuables such as band instruments, personal property, etc. should never be left in students' locker overnight. **Students are not allowed to share lockers. The school accepts no responsibility for personal property left in lockers. All assigned lockers without locks will be ziplocked by administration.**

LOITERING

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on school campus after 3:00 p.m. unless under the direct supervision of a school employee. Students are discouraged from arriving at school before 7:00 a.m. as there is no adult supervision before that time.

NOTE: When en route to or from school, students of Douglas Byrd Middle School may neither congregate in a group nor loiter as individuals in the direct vicinity of the school, on or off campus. All students are required to come directly to school and go directly home upon dismissal unless they are under the supervision of school personnel. Those who remain on the school campus with a staff member must restrict themselves to the area assigned by the teacher for the particular activity in which he/she is involved.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where the owner can claim them. Remember please treat the property of others as you would like other people to treat your property. All unclaimed property will be donated at the end of each school year.

MAKEUP WORK

A student is allowed to make up his/her work due to missed school for illness, emergency, or an approved function. **Immediately upon his/her return to school, he/she should ask assigned teachers for detailed assignments covering the work missed and arrange to complete such makeup work promptly.** Except in cases of prolonged illness, **makeup work must be completed within (5) days after a student returns to school.** The burden of responsibility for completing makeup work, of course, rests entirely upon the student rather than the teacher.

MAKEUP WORK FOR SUSPENDED STUDENTS

If a student is suspended from school, he/she will be responsible for completing and securing their assignments while out on suspension. **It is the student's responsibility to make arrangements with the teacher once he/she returns. Work must be made up within (5) days after a student returns to school.**

MERIT BASED ACTIVITIES

The school, grade levels, and teams reserve the right to conduct merit-based activities such as field trips, PBIS reward celebrations, etc. The criteria for participation will be shared with students at the time the events are announced.

MISCONDUCT ON SCHOOL BUSES

School transportation service is a privilege, not a right. Students at all times while riding a school bus shall observe the directives of the school bus driver. The following conduct is specifically prohibited:

- Delaying the bus schedule
- Fighting, smoking, vaping, lighters, matches, using profanity, or refusing to obey the driver's instructions
- Tampering with or willfully damaging the school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on school vehicle as outlined in Board policy
- Getting off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus
- Violating any other rule of Code of Student Conduct while on the school bus, at the bus stop or any other school vehicle

CONSEQUENCES: Unless specified elsewhere, violations of these section K-12 students may result in temporary or permanent suspension from school transportation services and/or from school.

NON-EDUCATIONAL ITEMS AT SCHOOL

Students are prohibited from bringing items such as cameras (unless they are being used for academic purposes in the classroom), electronic games, bluetooth speakers, airpods, blankets, stuffed animals, pets, glass items, squirt guns, and/or spiked or studded belts and wristbands, etc. to school. If these items are brought to school, they must be stored in the student's locked locker. If they are out and/or used during instructional time, they may be confiscated and placed in a secure location and must be picked up by a parent. Students that continue to violate this policy will receive disciplinary consequences due to non-compliance of school policy.

THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ITEMS STOLEN FROM STUDENTS. The student can avoid this possibility by not bringing these or similar items to school.

OFF LIMITS AREA

Certain areas of the campus are off limits to students during the school day and they are as follows:

- Bus parking lot
- Faculty parking lot
- Ball fields (except when supervised)
- Gym (except when supervised)

- Area behind gym
- Teacher workrooms/lounges **(Students are not to purchase items from the vending machines.)**
- Band area (except when supervised)
- All surrounding off campus property
- In front of the building
- Algier B. Wilkins High School
- Douglas Byrd High School

PUBLIC DISPLAY OF AFFECTION

Students should not engage in over familiar actions in any form of relationships. This includes but is not limited to hand holding, kissing, touching inappropriately, and embracing regardless of gender. Such actions will result in disciplinary consequences.

PARENT CONFERENCES

If problems arise concerning students at Douglas Byrd Middle School, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office (910-483-3101). Please allow 48 hours for the staff member to reach back out with the conference date and time. We request that all teacher conferences be made during team planning or during a teacher's personal planning period. Phone calls will not be connected to teacher rooms during instructional time. Therefore, we encourage parents to email teachers directly with any concerns they may have.

PARENTS RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW,* Cumberland County Schools is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

- 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.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

DECLARACIÓN DEL DERECHO A SABER DE LOS PADRES

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, CCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

- Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
- Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.

- El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
- Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.
Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

RESTORATIVE JUSTICE CENTER (RJC)

Students who exhibit inappropriate behavior in the classroom may be assigned to RJC.

- RJC is designed to correct inappropriate behavior while allowing the student to remain on school campus.
- Students will complete all classroom assignments assigned by their teachers while in RJC.
- Students assigned to RJC are not permitted to stay after school for any activity.
- Inability to complete RJC successfully will result in suspension or an extension of days.

SCHOOL APPEARANCE

Douglas Byrd Middle School takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities. All students are called upon to do their part in observing common courtesy and in being mindful of all effort made on their behalf.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is an organization to foster leadership among students at Douglas Byrd Middle School. The members of the council are your voice in student government. Student Government elections will be held in the fall of each year and additional information will be provided to students at that time.

TARDINESS

Each teacher within the class handles tardiness to class. The fourth tardy may result in assignment to RJC. Teachers are encouraged not to hold students after class. Should a teacher detain a student, the student should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering.

TELEPHONE USE

Students must inform their parents if they vary their school schedule as far as transportation is concerned. Please make necessary arrangements before leaving home. Any unforeseen cancellations or emergencies will be sent via phone/text using the Parent Link/Remind messaging system. Students are not permitted to use their cell phones on campus unless specifically granted permission by the teacher. **PLEASE MAKE SURE ALL PHONE NUMBERS ARE CURRENT AND ACCURATE.**

TEXTBOOKS

Books are not to be left in the halls, in the gym, or in the lunchroom. Books left outside of a locker after school hours will be taken to the front office and placed in the subject teacher's mailbox. BOOKS ARE THE RESPONSIBILITY OF THOSE STUDENTS TO WHOM THEY ARE ASSIGNED. Lost or damaged books must be paid for before report cards are released and/or schedules for the next year are given.

The State of North Carolina provides most materials necessary for your public education. Textbooks are school and state property and should be treated accordingly. When lost or damaged, they must be paid for. The following guidelines will be used in assessing the value of lost books:

New Book	Full Price
One Year Old	80%
Two or More Years Old	60%

A fee of $5.00 or more will be charged for damaged books.
If you transferred from one teacher to another, return your book before leaving the class. Your new teacher will issue another book. If you are transferring to another school, be sure to return all textbooks to the teacher who issued them to you before the withdrawal process is completed.
Once a classroom teacher issues a student his/her textbooks, these textbooks become the total responsibility of the student. The same books issued must be returned at the close of the school year, or the student must pay for them.

THEFT PREVENTION
The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur by securing personal items. Each student and employee of the school has a responsibility in the area of preventing thefts. THE SCHOOL IS NOT RESPONSIBLE FOR THINGS THAT ARE LOST OR STOLEN.

Listed below are some hints to prevent thefts.

- Cell phones must be locked away and turned off in the students' lockers. Phones and money should be locked in students' lockers during physical education time.
- School locks will be provided. Students should not give their combination to others.
- Band instruments, purses, books, bookbags, etc. should never be left unprotected/unattended at any time: i.e. assemblies, programs, lunch, sport events or when you leave the area.
- DO NOT take off rings to wash your hands.
- If you are staying after school for practice or club meetings, then practice the same theft prevention habits you would follow during school.
- Check lost and found in the main office for items BEFORE you report them lost or stolen.

TITLE IX STATEMENT
The Cumberland County Schools Board 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. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

TOBACCO PRODUCTS
No student shall smoke or otherwise use any tobacco or vape product or have in his/her possession tobacco or tobacco paper in any school building or school vehicle at any time or on the school premises when officially accessible to students. The ban does not extend to student spectators at outdoor school sponsored events for which there is a general admission charge and/or at which the general public is allowed to use tobacco products.

TORNADO DRILLS
The signal of a tornado drill will be one long ring of the bell. Students are to follow the instructions of their teacher, and report to a designated area for all tornado watches. Orderly evacuation to key

areas is the safest policy for all concerned. When in an actual tornado drill, talking, laughing and playing should cease.

USE OF RESTROOM FACILITIES

Students will only be given permission to use the restroom during class in case of emergency. We enforce this policy for the protection of class time. If you have a doctor's note regarding special bathroom use, please see administration or the school nurse for further information. Students will not use restrooms during class change or during the first ten or last ten minutes of class.

VISITORS AT SCHOOL

Students are not allowed to bring visitors to school during the school day. Parents, of course, are always welcome. **Persons visiting the school on official business should report directly to the office and obtain permission to visit. Parents wishing to visit a classroom must have prior permission from the principal and should be seated quietly in the class. Parents observing classrooms are not permitted to interact with other students.** You should follow the school schedule to arrive before the class begins so class is not interrupted. If you would like to speak with the teacher, please schedule a conference so that classroom instruction time and student learning are not disrupted. Any parent or visitor may be denied visiting a classroom per administration due to safety or disruptive behavior.

WEATHER

In case of inclement weather (severe storms, snow, ice, etc.) parents should review with their children the procedure they want their children to follow when early school dismissal occurs. Parents should listen to local radio or television stations for the announced decision on school closings. CCS will send out a ParentLink/Remind message concerning inclement weather.

WITHDRAWALS AND TRANSFERS

- Secure an authorization for withdrawal or transfer note from your parent or guardian.
- Obtain a withdrawal/checkout form from the Data Manager.
- Have the form filled out by all of your teachers and check with the librarian. Return all books and property or pay fines or any other money due.
- Return all books to the teacher that assigned them to you.
- Clean out your locker and return the lock to the homeroom teacher.
- Return withdrawal form to the Guidance Office.

PARENT NOTIFICATION
OF

STUDENT SUPPORT INFORMATION SERVICES

In the event of a school crisis (ex: suicide, national dilemma) professional counselors, psychologists, social workers, and safe school coordinators will respond to students through classroom, small group, individual, and/or outreach services. Detailed information will follow any potential event, and parent involvement will be sought as appropriate.

Handbook Acknowledgement

Student

By signing below, I acknowledge that I have read and understand the Douglas Byrd Middle School Student Handbook. As a student , it is my responsibility to adhere to the rules set forth in this handbook, as well as those in the Cumberland County Schools Code of Conduct.

_____ _____

Student Signature **Date**

Parent

By signing below, I acknowledge that I have read and understand the Douglas Byrd Middle School Student Handbook and reviewed its contents with my child. As a parent, it is my responsibility to encourage my child to adhere to the rules set forth in this handbook, as well as those in the Cumberland County Schools Code of Conduct. I understand that if I have any questions or need clarification, I should contact my child's homeroom teacher.

_____ _____

Parent Signature **Date**